



## Submittal Requirements Bulletin – Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

*Note: Language in italics indicates explanatory notes.*

### 1. Approval Requirements

The following approvals and permits are required to install a solar PV system with a maximum power output of 10 kW or less:

- Combination Building/Electrical permit.

Planning Department and Fire Department approval is not required for solar PV installations of this size.

### 2. Submittal Requirements

a) Completed permit application form. This permit application form can be downloaded at [www.lahabracity.com](http://www.lahabracity.com).

b) Toolkit Document 2 - Demonstrate compliance with the eligibility checklist for expedited permitting.

*This Guidebook recommends use of a simple checklist to clearly identify eligibility criteria for expedited permitting, where established.*

c) Toolkit Document 3 or 4 - A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller.

*This Guidebook recommends use of a standard plan that allows permit applicants to simply fill in information regarding a solar system's electrical configuration. Template standard plans are provided in this Guidebook*

*If standard electrical plans are not provided for use, an electrical plan should be submitted that includes the following.*

- *Locations of main service or utility disconnect*
- *Total number of modules, number of modules per string and the total number of strings*
- *Make and model of inverter(s) and/or combiner box if used*
- *One-line diagram of system*
- *Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit*
- *If batteries are to be installed, include them in the diagram and show their locations and venting*

- *Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators*
  - *Labeling of equipment as required by CEC, Sections 690 and 705*
  - *Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)*
- d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide.  
<http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e) Toolkit Document 5 - Completed expedited Structural Criteria along with required documentation.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where an approved racking system is used, provide documentation showing manufacture of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

*A simple list of criteria is provided in this Guidebook (Toolkit Document 5). A full explanation of the methods and calculations used to produce these criteria can be found in the Structural Technical Appendix for Residential Rooftop Solar Installations, which is available at [http://www.opr.ca.gov/docs/Solar\\_Structural\\_Technical\\_Appendix.pdf](http://www.opr.ca.gov/docs/Solar_Structural_Technical_Appendix.pdf).*

### 3. Plan Review

Permit applications can be submitted to Building and Safety in person at 110 E. La Habra Blvd., La Habra, Ca, 90631. Permit applications may also be submitted electronically for review by email at [ncasillas@lahabraca.gov](mailto:ncasillas@lahabraca.gov) and [ldavis@lahabraca.gov](mailto:ldavis@lahabraca.gov). All plans must be clear, legible and fonts of appropriate size. The issuance of the permit must be at the Building and Safety's office.

Permit applications should be reviewed in three working days. Permit applications utilizing the standard plans may be approved "over the counter". To utilize the "over the counter" process, an appointment with the plan reviewer is necessary to review the required documents. Appointments can be made by calling Building and Safety at 562-383-4116.

#### Fees

For systems utilizing the standard plan the fees are as follows:

- The plan check fee for Solar Photovoltaic Systems and Hot Water Systems will be based on an hourly rate, with a minimum charge of one hour.
- For Solar Photovoltaic Systems the permit fees will be as follows:
  - Permit fees will be based on the valuation of the construction as determined per the City of La Habra Municipal Code fee table.

- Electrical permits do not apply unless an electrical panel upgrade is proposed. Electrical panel upgrades require a separate permit application.
- Strong Motion Tax and CBSC fees also apply.
- For Hot Water Systems the permit fees will be as follows:
  - Permit fees will be based on the valuation of the construction as determined per the City of La Habra Municipal Code fee table.
  - Electrical permits do not apply unless an electrical panel upgrade is proposed. Electrical panel upgrades require a separate permit application.
  - Strong Motion Tax and CBSC fees also apply.
- Fees will not exceed \$500.00 for systems utilizing the standard plan specified in the toolkits. Plan check fees and permit fees will be collected when the permit is issued. If the plans require more than two reviews, an additional plan check fee will be applied. If the project is abandoned, the plan check fee is due. If the applicant request a revision to the plans after the permit is issued, a plan check fee will be applied. If more than one inspection is required or requested, a re-inspection fee will applied in accordance with the La Habra Municipal Code.

#### 4. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by calling the Building and Safety's inspection request line at 562-383-4122. Inspection requests received by 4:00 p.m. are typically scheduled for the next business day. If next business day inspection is not available, the inspection will occur as soon as possible.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans. Approved plans must be on the job site and accessible to the building inspector, otherwise a re-inspection fee will apply.

The inspection checklist (Toolkit No. 7) provides an overview of common points of inspection. The applicant should be prepared to show compliance to the checklist.

#### Departmental Contact Information

For additional information regarding this permit process, please consult our website at [www.lahabracity.com](http://www.lahabracity.com) or contact Building and Safety at 562-383-4116.