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## **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 k W in size or less on one and two-family dwellings. This bulletin provides information about submittal requirements for plan review.

### **1. Permit Requirements**

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

- a) Solar permit is required.
- b) Electrical permit is required for panel up-grade.
- c) Plumbing permit is required for plumbing vent re-location.

Planning review is not required for solar PV installations of this size.  
OCFA 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 [OCPLANNING.NET](http://OCPLANNING.NET).
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. This checklist can be downloaded at [OCPLANNING.NET](http://OCPLANNING.NET).
- c) A completed Solar System Plan. The Solar Standard Plan may be used for proposed solar installations 10 k W in size or less and can be downloaded at [OCPLANNING.NET](http://OCPLANNING.NET).
- 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) Completed Structural Criteria along with required documentation. Structural Criteria can be downloaded at [OCPLANNING.NET](http://OCPLANNING.NET).

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 manufacturer 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

### **3. Plan Review**

Permit applications can be submitted to Development Services in person or electronically through the following website: [OCPLANNING.NET](http://OCPLANNING.NET).

Permit applications utilizing standard plan, structural criteria and meeting the requirements of checklist will be reviewed within 3 business days.

Other permit applications will be reviewed within 5 business days.

System larger than 10 kW, ground mounted system or system mounted on the roof of apartment house or commercial building will be reviewed within 15 business days.