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## **Residential Roof Top Solar Panel (10KW or less) Permit Application and Plans on-line Submittal Procedures**

1. Go to [www.ocplanning.net](http://www.ocplanning.net) to access the On-Line Application link (scroll to the very bottom).
2. Complete all fields on "OC Planning Inquiry/Permit Application" screen.
3. Click "Create Permit Application" green button at bottom ONCE.
4. Once you click "Create Permit Application" notice that the green button disappears, and two new buttons appear at the top.
5. Click "Permit Application", there are 4 tabs you must complete: Project Information, Account Information, Permit Certification, and Attached Files. Please complete all questions/fields before submitting the application. Upload/attach the following plans/documents.
  - Orange County Solar Permit Check List
  - Orange County Solar Standard Plan (Central or Micro Inverter)
  - Orange County Solar Structural Criteria
6. Click "Save" button at the bottom each time you complete a new tab.
7. Once you complete all 4 tabs, click "Submit Permit Application" located at upper right hand corner.
8. After you submit your application, you should receive a confirmation e-mail notification with Inquiry/Permit Application number.
9. We will notify you if the permit is approved and issued or if there are corrections within 3 business days.

The following pages are snap shots of general On-Line Permit Application steps for your reference.

## Mission Statement

The OC Community Development department is a team of dedicated professionals who serve the planning and development entitlement requirements of private and public project applicants within unincorporated areas. Our planners, engineers, inspectors, technicians, and administrative support personnel serve both the current and future residents of Orange County through stewardship of the physical environment.

**Step 1:** go to [www.ocplanning.net](http://www.ocplanning.net) to access the On-Line Application link (scroll to the very bottom).

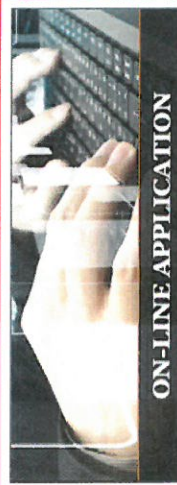
Public Notices  
Subdivision Committee  
Specific Plan Review Boards  
Zoning Administrator

## RESOURCES

Agricultural Commissioner / Sealer of Weights and Measures  
California Architects Board  
Contractors State License Board (CSLB)  
Green Living  
Land Records  
OC Stormwater Program  
Board of Professional Engineers Land Surveyors and Geologists  
Census Bureau Website  
Graffiti Removal Forms  
International Code Council (ICC)  
OC Planned Communities  
Orange County Fire Authority



CASHIER



ON-LINE APPLICATION



PROJECT STATUS



PERMITS AND FORMS



CODES AND REGULATIONS



WATER QUALITY



County Directory Assistance  
855.886.5400

### Navigation

OC Home  
About the County  
Agencies & Departments  
Business  
How Do I  
Residents Services

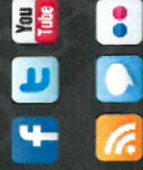
### Quick Links

Acceptable Use  
Accessibility  
Contact the County  
Disclaimer  
Sitemap

### Resources

Chambers of Commerce  
Federal Government  
General Information  
Orange County Cities  
Related Government Agencies  
School Districts  
State Government  
Visitor Bureaus

### Social Media Hub



**Step 2:** Upon reaching this page, fill out as much information as possible.

**Address of Project**

Street #: 12345 \* Street Dir: North Street Type: Street City: SANTA ANA

Nearest Cross Street: Current Permit #s:

**Agent/Contact Person**

First: Joe \* Middle: Last: Bob Phone #: (714) 555-5555

Email: joebob555@blank.net \* Affiliation:

Address: 6789 South St \* City: Santa Ana State: CA Zip: 92702-\*

Reroof existing SFD with attached garage: Tear off existing shingles and install 50 year comp. shingles and 1 layer of 15 lb. felt (32 squares).

Job Description:

Comments/Questions:

\*Required fields

SUBMIT INQUIRY

CANCEL

CREATE PERMIT APPLICATION



**NOTE:** For "Job Description," include as much detail as possible (e.g. for a water heater, how many gallons and where it is located; if it is like for like removal, etc.)

**Step 3:** Once all the information is filled out, click "Create Permit Application" ONCE.

Search Inquiry

Inquiry Information

Permit Application

New Inquiry

**Address of Project**

Street#: 12345 \* Street Dir: North

Street Name: Main

Nearest Cross Street:

**Agent/Contact Person**

First: Joe \* Middle:

Email: joebob555@blank.net

Address: 6789 South St

Phone #: (714) 555-5555 \*

Affiliation:

State: CA \*

Zip: 92702-\_\_\_\_\_ \*

Job Description: Reroof existing SFD with attached garage. Tear off existing shingles and install 50 year comp. shingles and 1 layer of 15 lb. felt (32 squares).

Comments/Questions:

\*required fields

**Step 4:** Once you clicked "Submit Permit Application", notice that the green button disappears, and two new buttons appear at the top. If this DOES NOT happen after you clicked the green button, then your inquiry did not get submitted.

**NOTE: Do NOT click "submit inquiry"; this will create duplicate applications.**

**Step 5:** Click "Permit Application" at the top.

**Step 6:** In “Permit Application” there are 4 tabs you need to fill out: Project Information, Account Information, Permit Certification, and Attached Files. Please answer ALL the questions before submitting application. Upload plans/documents (if applicable) under the Attached Files tab.

Permit Pre-Initiation Number: 121997

Permit Application Status: Pending Submission

Project Information Account Information Permit Certification Attached Files Permit Information

Permit Application  
Type: Reroof

**NOTE:** In the “Type” drop down, please select the correct type of permit you are applying for. Options include: Air Conditioning Unit, Ceiling Fan, Fireplace / Chimney (excluding freestanding fireplace), Forced Air Unit (heater), Water Heater, Reroof of a main roof, Reroof for a detached garage or structure, associated to main roof permit, Plastering, and Solar.

**Step 7:** Make sure to click “SAVE” at the bottom each time you fill out a new tab, otherwise the information will erase.

**Step 8:** Once you have filled out ALL the information in each tab, click “Submit Permit Application.” **DO NOT** click this button until you have filled out all the information in **EVERY** tab – otherwise you **WILL NOT** be able to edit/add any information.

SAVE



HELP HELP HELP

SUBMIT PERMIT APPLICATION

separate permit applications. If for the same structure.

Zip:

Email:

Address:

City:

**Additional Permit Information**

Single Family:

1.  Tear-off  Roof over existing

Garage:

2.  Attached  Detached

3. Existing Material:

Weight (lbs/sq. ft.):

Material (lb./sq. ft.):

SAVE

**Step 9:** After you submit your application, you should receive an email with this notification:

**Inquiry/Permit Application #: 12298** has been created.

[To view your Inquiry/Permit Application, please access it by clicking here: 12298](#)

**Step 10:** Once your permit is issued (someone will call and notify you – typically a few hours after the application is submitted), click on the link and you will be directed to this page.

OC Public Works  
OC Planning  
Inquiry/Permit Application

Home New Inquiry Search Inquiry Permit Inquiry Information **Permit Application** Reports Admin

Pre-Init Permit Attachments

Address of Project  
Street#: 12345 StreetDir: North Street Name: Main City: SANTA ANA  
NearestCross Street: Current Permit #s:

Agent/Contact Person  
First: Joe Middle: Last: Bob  
Email: joebob555@blank.net  
Address: 6789 South St. City: Santa Ana 702-\_\_\_\_

**Step 11:** Click on “Permit Application” to retrieve your Permit Document, Job Card, and Transaction Receipt.

**Step 12: Click on "Permit Information"**

Home New Inquiry Search Inquiry Permit Inquiry Information Permit Application

Permit Pre-Initiation Number: 12297 Permit Application Status: Pending Submission  
Project Information Account Information Permit Certification Attached Files Permit Information

Home New Inquiry Search Inquiry Permit Inquiry Information Permit Application Reports Admin

Permit Pre-Initiation Number: 12292 Permit Application Status: Permit Created  
Project Information Account Information Permit Certification Attached Files Permit Information

**Step 13: Here, you can access all the documents you need for your permit.**

Enter Permit Number  
Permit Number:

Congratulations, the permit number [redacted] has been issued for your submitted permit application. Please use the following permit data links to obtain the information regarding your permit.

- Permit Data Links
- Issued Permit Document - This is the actual permit issued for the permit application
  - Permit Cashier Receipt Document - This is the cashier receipt for the permit application
  - Permit Job Card - The Job Card must be posted in a conspicuous place on the job site
  - Permit Information Summary Popup - Provides realtime information for the permit, such as fees, valuation, inspections performed
  - Permit Inspection Scheduling - Using the following link to schedule inspections online. Inspections can also be schedule using the Interactive Voice Response (IVR) system which can be reached at (714) 796-0407
- For additional planning information and documentation go to the OC Public Works - Planning website
- PERMIT DOCUMENT
  - CASHIER RECEIPT
  - PERMIT JOB CARD
  - PERMIT SUMMARY
  - SCHEDULE INSPECTION
  - OCPLANNING.NET

**QUESTIONS?** Call the Permitting Division at (714) 667-8888 to speak to an OC Development Services Representative. Thank you for using our Online Application system.