

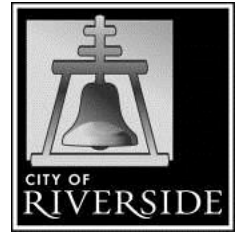
**FORM PV.A**

Effective: 10-1-15

**Building & Safety Division**

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[www.riversideca.gov](http://www.riversideca.gov)**EXPRESS PERMIT SUBMITTAL GUIDELINES FOR SMALL ROOFTOP SOLAR PV SYSTEMS INSTALLED ON ONE AND TWO FAMILY DWELLINGS (10 kW or Less)**

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

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**Plan Submittal Requirements:**

1. All solar photovoltaic permit applications and plans must first be reviewed and approved by Riverside Public Utilities (RPU) prior to submission to the Building & Safety Division (B&S) for express permit processing. An RPU stamped and approved plan must be incorporated as one of two required sets of plans to be submitted to B&S for express review and approval. Applicants are encouraged to submit application and plans to RPU as soon as possible in order to help facilitate the City review and approval process. RPU will review the required Net Meter Interconnection Agreement and the overall design of the system for conformance with local Utility Code and Standards. For more information, contact RPU at (951) 826-5421.
2. No City Planning or Fire Department plan review or approvals are necessary for almost all small residential solar projects reviewed and approved under express plan review. The Building Official has the final authority to require Planning and/or Fire review with just cause.
3. When ready to submit plans for express plan review with the B&S Division, a completed “Eligibility Checklist” Form PV.1 with supporting documentation must be reviewed and accepted by the B&S Division in order to qualify.
4. If the “Eligibility Checklist” (Form PV.1) with supporting documentation is approved by staff, your plans and supporting documents will be routed for express plan review, which allows for up to three business days from the date of submission.
5. A plan review fee will be paid by the applicant at this time in order to initialize the plan review routing process.

6. The following documents are necessary in order to qualify for express plan review services:
- a) A signed, dated and completed “Eligibility Checklist” (Form PV.1); AND
  - b) A stamped approved RPU set of plans which is included as one of the 2 required sets of plans for B&S express plan review; AND
  - c) All supporting documentation to include:
    - A completed Standard Electrical Plan (Either Form PV.2 or PV.3)
    - A completed Electrical Calculations Worksheet (Form PV.7)
    - A completed Structural Criteria (Form PV.4)
    - Roof plan showing the existing roof layout, all PV panels, arrays, and the following fire safety items: approximate location of roof access point, location of code-compliant fire access pathways, PV system fire classification and the locations of all required labels and markings.
    - Site Plan that shows all structures on the property, setbacks to property lines, locations of each solar panel or array, meter size, location, inverters, disconnects, and any associated equipment.
    - Attached City of Riverside Photovoltaic Sign Requirements (Form PV.5)
    - Cut sheets with listings for equipment to include modules, inverters, panels, load centers, racking system, etc.
    - Note: In lieu of using City Standard plans and work sheets, the applicant may choose to submit a project specific design that addresses all the necessary criteria as stated herein, if appropriately licensed contractors or licensed design professionals are used.

Plan Review Requirements:

1. Plans will be reviewed and returned to the applicant within the allotted time frame with approval or corrections needed in writing. Plans and supporting documents will be reviewed for completeness in accordance with the “Eligibility Checklist” (Form PV.1) as well as specific Code conformance with the adopted Building, Residential, Fire, and Electrical Codes of the City.
2. Electronic plans may be submitted to the Building and Safety Division in accordance with these guidelines through the City web based portal ProjectDox “ePlan Review” software at the following link: <http://www.riversideca.gov/eplans/apply>

3. In order to help facilitate the expedited review and approval process, a “General Conditions” Checklist (Form PV.6) must be reviewed, approved, and signed by the applicant prior to permit issuance. The “General Conditions” Checklist (Form PV.6) includes many items that are known as industry standard and may be potential plan review corrections. In order to bypass review comments, the applicant signs the checklist acknowledging compliance with these specific requirements in order to obtain an express approval and permit.
4. Plan Review Staff will use a special “Expedited Solar Plan Review Checklist” that is centered on the most common plan check corrections typically issued for these types of projects in order to help facilitate the review and approval process.

**Permit Issuance:**

1. Once you receive approval of the plans with supporting documents, all necessary permits may then be issued.
2. At the time of permit issuance, all final permit fees are due.
3. The applicant must review, date, and sign the “General Conditions Checklist” (Form PV.6) in order to obtain permits.
4. All licensed contractors obtaining permits must have a City Business License and any supporting documentation and identification needed in accordance with State law for permit issuance.
5. The RPU approved set of plans will remain with the B&S Division and the applicant will receive a complete set of City approved plans with supporting documentation along with a copy of the permit and inspection record card.

**Final Inspection:**

1. Once all permits to construct the solar system have been obtained by the applicant and the system has been installed, it must be inspected before final approval is granted and a formal release is issued to the Utility Company in order to energize the solar system.
2. Inspection requests received within the Building & Safety Division’s business hours of operation from 8:00 to 5:00 pm are scheduled for the next business day.
3. 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.

4. The final inspection process provides for an overview of common points of inspection that the applicant should be prepared to show compliance with. Common inspections items will include the following:

- Number of PV modules, layout, orientation and model number match plans and specification sheets as well as associated equipment
- Fire access and setbacks
- Array conductors and components are installed in a neat and workman-like manner
- PV array is properly grounded and bonded matching approved plan details, specification sheets and installation instructions
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail
- Conductor type, rating and sizes match plans
- Back-feed breaker installed per plan, along with required performance meter location and Utility ac disconnect
- Appropriate signs are property constructed, installed and displayed

5. Once all inspection items have been verified as compliant by the City inspector, the inspection record card will be signed off and a formal release will be issued to the Utility Company (RPU). RPU will then set an appointment for the performance meter installation. Once the meter is installed by RPU, the system may be energized and used by the property owner.