



## City of Piedmont

### Solar PV Permitting Requirements for Streamlined Review

The City of Piedmont encourages the installation of solar energy systems by offering low permit fees and timely permit review and inspection services. Small solar photovoltaic (PV) systems (10 kW AC or less) on rooftops of single family or duplex homes are eligible for a streamlined permitting process.

This streamlined permitting process allows for the use of standard electrical plans and structural engineering criteria. Permits are processed in 1-3 business days if submitted electronically. One consolidated inspection will be performed when installation is complete.

#### **Eligibility**

Review the [Eligibility Checklist](#) to determine whether the project qualifies for streamlined solar PV permitting. If the project is eligible, follow the steps below.

#### **Submittal Requirements**

All plans submitted for solar PV systems must comply with, and reference, the 2019 California Building Standards Code that became effective on January 1, 2020, including the 2019 California Residential Code (CRC) and 2019 California Electric Code (CEC), as appropriate.

If submitted in person at City Hall, two (2) sets of plans (minimum size 11"x17") are needed. Whether submitted in person or electronically, plans must be drawn to scale (or at the very minimum are fully dimensioned), readable, and legible. Plans must include the following (elements can be combined if clarity is maintained):

1. [Eligibility Checklist](#) Complete and submit to verify eligibility.
2. **Cover Sheet** showing the following information: (a) project address; (b) owner's name, address, and phone number; (c) name, address, and phone number of the person preparing the plans; (d) scope of work statement; (e) number of stories and number of dwelling units; (f) sheet index indicating each sheet title and number; (g) legend for symbols, abbreviations, and notations used in the drawings.
3. **Schematic Site Plan** showing building footprint with locations of property lines, location of the solar PV systems, location of the main service and the exterior and interior locations of all equipment and disconnects with working space clearances, and locations of other structures (if any) on the property.
4. [Building Permit Application](#)
5. **Standard Electrical Plan** Submit the standard plan that applies to the project:
  - [Solar PV Standard Plan – Central/String Inverter Systems for One- and Two-Family Dwellings](#)
  - [Solar PV Standard Plan – Microinverter and ACM Systems for One- and Two-Family Dwellings](#)
  - [Solar Hot Water Heater](#)
6. **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.
7. **Structural Checklist/Criteria** Complete and submit the [Structural Criteria for Residential Flush-Mounted Solar Arrays](#).
8. **Manufacturer's Specification Sheets** with make, model, listing, size, and weight for all components including, but not limited to: inverters, panels, racks, and combiner boxes. Grounding method used must comply with installation manual requirements.

## **Submittal Options**

1. **Electronic Submittal** will be accepted by the City of Piedmont for all small residential rooftop solar PV permits that qualify for streamlined review by e-mail. Permits submitted by e-mail will be reviewed and ready to be issued in 1-3 days. The City of Piedmont will notify applicant of permit issuance; permit fees must be paid by check or cash at the time of permit pick-up.

In order to avoid delays, follow these instructions carefully:

- a. Use a single e-mail for each property (e.g. do not combine different properties or split a single property into more than one e-mail).
- b. Use “**Solar PV Permit for [project street address]**” as the Subject Line
- c. Attach the required submittals (see above).
- d. The total size of the e-mail and all attachments must be 10 MB or less. Use compression software that maintains clarity if necessary.
- e. Submit the permit application to [solar@piedmont.ca.gov](mailto:solar@piedmont.ca.gov)

2. **In Person** Permits can be submitted over the counter at Piedmont City Hall, 120 Vista Avenue. Small residential rooftop solar PV permits are processed within 3 business days.

## **Inspection**

The City of Piedmont will call to notify the applicant the permit is ready to be issued. The permit fees must be paid at the time the permit is picked up. Permit fees can be paid by check or exact cash.

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. Inspection requests can be received by phone at (510) 420-3050 or in person at Piedmont City Hall, 120 Vista Avenue.