CITY OF PICO RIVERA
COMMUNITY AND ECONOMIC DEVELOPMENT, BUILDING DIVISION
6615 PASSONS BLVD. PICO RIVERA, CA 90660
(562) 801-4360 | permitsupport@pico-rivera.org | www.pico-rivera.org

Residential Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Pico Rivera when applying for a permit to install a residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria
The City of Pico Rivera has adopted Ordinance No. 1124, adding Chapter 15.52 to its Municipal Code, which includes the following elements:

- Expedited Permitting Process (Streamlined Solar Applications)
- Solar Permitting Application Process
- Solar Installation Requirements

The City of Pico Rivera has adopted Section 66015 of the Government Code from Assembly Bill No. 1132 to ensure that residential permit fees do not exceed the estimated reasonable cost of providing the service for which the fee is charged.

Local design criteria should be used to ensure small residential rooftop solar energy systems are adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation.

Required Permits
A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Residential Solar PV System:

- ☐ SolarAPP+ Permit
- ☐ Electrical Permit
- ☐ Building Permit

Contractor Requirements
Contractors are required to hold both a valid City of Pico Rivera Business License and a C-10 Electrical Contractor License.

According to the Contractors State Licensing Board (CSLB), a C-10 licensed contractor is authorized to perform electrical work, including the installation, erection, placement, or connection of electrical wires, fixtures, appliances, apparatus, raceways, conduits, solar photovoltaic cells, or any related components that generate, transmit, transform, or utilize electrical energy for any purpose.

Permit Fees

There is a $25 administrative fee per SolarAPP+ solar project submission. After the residential solar permit is submitted to the City of Pico Rivera, payment may be made online. SolarAPP+ offers applicants an automated review process and a detailed checklist for solar energy systems smaller than 10 kW. For residential systems exceeding 10 kW or those that include battery storage, project submissions must be directed to the Pico Rivera Building Division.

The City of Pico Rivera Citywide User Fee Schedule, adopted in 2022, provides information on electrical and building permits related to solar system installation (Enclosure 3 of the City of Pico Rivera User Charges and Fees, Proposed, April 2022). Two permit fee samples are provided below, demonstrating the estimated cost breakdown for systems below and over 10 kW.

Table 1. Sample Permit Fee of <10 kW System

Installation of a roof-mounted 3.28 kW DC photovoltaic (PV) system.

Fee Detail	
Charge Description	**Charge**
Building Permit Issuance	$49.00
Building Permit Valuation	$141.00
Electrical Permit Issuance	$60.00
Solar System SFR 0-10 kW	$177.00
Auto Building Permits & Inspection System Surcharge	$12.83
SB 1473 Green Fee	$1.00
Records Maintenance Surcharge-Permit	$2.00
CA SIMP-Residential	$0.50
AB717 Training Surcharge	$24.00
General Plan/Zone Code Maintenance Fee	19.24
Technology Surcharge	$12.83
Total Charge	**$500.00**

Table 2. Sample Permit Fee of >10 kW System

PV System 11.050 kW DC Panels/26 Microinverters, 1 ESS E/MPU 225A

Fee Detail	
Charge Description	**Charge**
Building Issue Fee	$61.00
Building Permit Valuation	$321.00
Electrical Permit Issuance Fee	$60.00
Electrical Release	$65.00
Electrical Services, Switchboards, & Panels	$65.00
Misc Auto Building Permits & Inspection System Surcharge	$3.00
Misc Green Fee	$2.00
Misc Record Retention Surcharge	$2.00
Misc Simp Residential	$4.26
Plan Check	$300.00
Planning General Plan Zoning Code Maintenance	$11.29
Technology Surcharge	$26.50
Total	**$921.05**

Submit Permit Application

Solar Panel Permits with SolarAPP+ Residential homeowners and solar panel installation contractors in Pico Rivera are able to apply for permits online with the help of SolarAPP+, a web-based portal for residential solar energy system installations, developed by the National Renewable Energy Laboratory to automate project plan reviews, receive automated permit, pay fees online, and schedule inspections.

SolarAPP+ Process

1. Submit solar project for automated review through SolarAPP+.
    a. Register or sign in to SolarAPP+ at solarapp.nrel.gov.
    b. Submit design/plans.
    c. Pay $25 administrative fee (per project).

    d. Download SolarAPP+ Approval Document.
2. Submit Residential Solar Permit online application to Pico Rivera.
    a. Go to the Pico Rivera Online Permit page.
    b. Click on the Apply button to get to the Residential Solar Permit application.
    c. Make sure to register and login to complete the online application.
    d. You must have the following information to apply for the Residential Solar Permit.
        i. SolarApp+ approval number.
        ii. SolarAPP+ Approval Document with inspection checklist.
        iii. Solar contractor and contractor license number.
3. Pay online and permit will be issued.
    a. Acceptable payment methods: Visa, Mastercard, or e-check.
4. Schedule inspection online.
    a. Login to the Pico Rivera website, find the permit number and perform action to Request Inspection.
    b. Requests for inspection should be made at least twenty-four hours in advance. The specific date and time requested is not guaranteed. You will be notified once your inspection is scheduled by the city.
5. Provide a signed Solar Affidavit.
    a. You must download and fill out the Solar Affidavit before your inspection date.
    b. You can provide the completed affidavit to the Inspector or upload the document by following these steps:
        i. Log in to the Pico Rivera website.
        ii. Click on My Permits.
        iii. Click on the Request Number (aka Permit Number).
        iv. Click on the Documents tab.
        v. Click on + Add Document button to add the document.
6. Contact the City of Pico Rivera for any questions.

Applicants using SolarAPP+ can refer to the attached sample SolarAPP+ Checklist at the end of the document.

Non-SolarAPP+ Application Process

Solar Panel Permit applications for residential systems that include battery storage, systems that exceed 10 kW, or systems that are not qualified for SolarAPP+ will be conducted through the Building and Safety Division.

Additional Required Documents

- ☐ Site Plan
    - The site plan should show the location of major components on the property. The site plan drawing does not need to be scaled exactly, but it should represent the relative location of components at the site.
    - PV arrays and energy storage systems in compliance with all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city.
- ☐ Electrical Diagram

- Electrical diagrams/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

☐ Specification sheets and installation details
- Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

Review Process Timeline
The Building and Safety Division is committed to providing a timely review of solar PV permit applications. Residential permits processed through Solar APP+ are typically processed within 2 to 3 days. Residential solar installations with batteries solar permit applications are typically processed within 2 to 4 business weeks. These turnaround times are typical, and not guaranteed. Pico Rivera has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:
- Applicant does not submit all required information
- The contractor applying for a permit is not a licensed contractor
- Equipment is not listed

Permit Status
To check your permit status, visit your Pico Rivera City permit portal: https://nextgen311.pico-rivera.org/FrontPortal/Page/RenderPage?tabId=36

For assistance, please contact the Building and Safety Division at the Office at permitsupport@pico-rivera.org or call us at (562) 801-4360.

Permit Expiration
All residential permits expire 1 year after the issue date. Failure to start the work authorized by a permit within 1 year period renders the permit invalid and a new permit must be obtained.

Scheduling an Inspection and the Inspection Process
To schedule an inspection, please log in to your SolarAPP+ account or the Pico Rivera website, find the permit number, and perform an action to request an inspection. Inspection requests should be made 24 hours in advance, and specific dates and times requested are not guaranteed. Typically, inspections are completed within 1 day. Inspections are conducted based on appointment times processed through the SolarAPP+ account or the city portal.

A residential solar PV system requires one inspection to review:
- Solar PV system inspection
- Electrical compliance
- Structural compliance
- Fire safety inspection

Contact Information
If you have any questions, please contact the Community & Economic Development, Building and Safety Division at:

- Office Email: permitsupport@pico-rivera.org
- Office Phone Number: (562) 801-4360

Address: 6615 Passons Boulevard Pico Rivera, CA 90660

Hours of Operation

- Office: City Hall
- Permit Counter: 8:00 AM to 5:00 PM

Sample
SolarAPP+ Checklist

SolarAPP PV+ST Eligibility 09/08/2022
System
New Rooftop Residential Retrofit PV Systems With Energy Storage Systems
Installed by contractor with all licenses required by jurisdiction
Lithium Ion
Each residence must have a unique utility meter
Electrical
Applicable National Electric Code
600V Max per DC System Size
Single phase 240 V only
Aluminum wires are only allowed for Backup Initiation Device feeders
Must Use 600V rated PV wire (due to outer diameter > 0.24" (6.1mm))
Must use 90 deg C rated insulated wire
Max 2 DC strings in parallel
Max 9 current carrying conductors in a raceway
Inverter output circuit conductors must be THWN-2, or listed NM
Terminals must be rated to 75 deg C, labeled for use with Cu wires, and accept minimum 8 AWG wire
If using microinverter, 1 module per microinverter
Whenever used, microinverters or AC Modules must be rated for a 20A branch circuit overcurrent device
Permitted to install on up to or equal to 400A Service
Permitted to install on up to or equal to 225A Service Disconnect
Permitted to install on up to or equal to 225A busbars
No existing PV or ESS
May install only 1 module type
May install up to 2 Inverters for String Inverters, up to 1 inverter type for Micro-inverters and AC modules Systems
Conduit may not be Schedule 80 PVC
Modules and Inverters must be listed on CEC
Rapid Shutdown cannot be satisfied using the method: No exposed wiring or conductive parts [690.12(B)(2)(3)]
No trenching allowed
All power production inverter outputs have the same point of connection
No new loads, only new monitoring loads are allowed
All equipment is assumed to be non-continuous rated
ESS must be paired with new PV at this time
AC Coupled ESS may not be connected in parallel
May install only 1 racking system type
Height of rooftop conduit > = 7/8"
Flat Plate PV Modules Only
Structural
Detached one- and two-family dwellings and townhomes not more than three stories above grade plane in height with a separate means of egress
Accessory structures to one- and two-family dwellings and townhomes not more than three stories above grade plane in height
Penetrations within 4 ft of the fire-rated property line on the roof of a townhome shall not be permitted
Installations in multi-family structures or R-2 occupancies shall not be permitted
Installations on mobile homes governed by Heath and Safety Code and/or Housing and Urban Development regulations shall not be permitted.
Applicable International Residential Code
PV system + hardware weight is less than or equal to 4psf
No ground mounted systems
No carports or non-permanent structures
No modification alterations or upgrades to the structure
At least 20% of each tilt-up mounted array must be contained under 2 feet above the roof
Installed on a permitted structure
ESS Must be less than 400lbs and its center of mass shall be located less than 4ft from the floor in high seismic areas (Seismic Design Category D,E,F)
No wood shake or wood shingle roofing
Limit of 10" above the roof for pitched (>2/12) roof systems
No metal roof or low-slope roof in areas with > 15psf snow load
Fire

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]