



Assembly Bill 2188 applies only to residential rooftop solar energy systems that are no larger than 10 kilowatts or 30 kilowatts thermal.

## Residential Photovoltaic Power Systems Permit Issuance Checklist

This form conforms to section Assembly Bill 2188

**Note: All required Building & Safety submittal information must be submitted for plan check to be completed.**

**APPLICANT completes this box.**

Address: \_\_\_\_\_ APN: \_\_\_\_\_ Zone: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ S.F. Average Slope: \_\_\_\_\_ %  
Technology, (select one)  Building Integrated  Roof-Mounted Panel  Ground-Mounted Panel  
System size and power: Number of panels: \_\_\_\_\_ Total square feet: \_\_\_\_\_ sq.ft. \_\_\_\_\_ kW (if electric)  
**If Ground-Mounted:** Max. height of system (i.e. distance from top of panel to natural or finished grade): \_\_\_\_\_  
**If Roof-Mounted:** Max. height above roof, (max.distance from top of roof to top of panel): \_\_\_\_\_  
If framing is over eight inches (8") off roof or ground, is it screened? (select one)  Yes  No  N/A  
Panel directional orientation. (select one)  West  Southwest  South  Southeast  East  
System visibility from nearby public streets, parks, beaches or trails. (select one)  Not visible  Low  Medium  High

**APPLICANT completes this Building and Safety Checklist**

(Please check the correct answer for each question)

1. Applicant submitted (3) sets of plans minimum 11"x17", attach all manufacturer's specification sheets, installation instructions, and listings.  
 Yes  No
2. In submittal, provided electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kW rating of system.  
 Yes  No
3. Applicant acknowledges correct circuit sizing and current calculations based off 2013 California electrical Code Article 690.8 on plans from California state licensed electrical engineer or a California licensed contractor classification C-46 or C-10.  
 Yes  No
4. Applicant acknowledges photovoltaic source and output circuits have a maximum photovoltaic of up to 600 volts based off 2013 California electrical Code Article 690.7 on plans from California state licensed electrical engineer or a California licensed contractor classification C-46 or C-10.  
 Yes  No
5. Applicant acknowledges wet-stamped and signed submittal of structural calculations for wind uplift based of ASCE 7-10 from State license civil or structural engineer. All Structural Elements shall be identified on existing roof framing members on plans.  
 Yes  No
6. Applicant acknowledges rooftop mounted photovoltaic systems shall be tested, listed and identified with a fire classification in accordance with UL 1703. The fire classification shall comply with Table 1505.1 of the California Building Code based on the type of construction of the building Effective January 1, 2015.  
 Yes  No

7. Applicant acknowledges installation of the photovoltaic system shall be in compliance based off 2013 California electrical Code Article 690.  
Yes      No
8. Applicant acknowledges installation of the interconnected electric power production source shall be in compliance based off 2013 California electrical Code Article 705.  
Yes      No
9. Applicant plans are to be signed by a California licensed contractor classification C-46 or C-10. Provide signature and license number on each sheets. Contractor who signs the document must be the one doing the work, Business and Professions Code Section 7031.5.  
Yes      No
10. Applicant acknowledges that the photovoltaic system may only be installed on a permitted structure.  
Yes      No
11. Applicant acknowledges that the photovoltaic system meets the "California Solar Permitting Guidebook".  
Yes      No
12. Applicant acknowledges that if this property is located within an Home Owners Association (HOA), that they or the property owner are responsible for obtaining all necessary approvals from the HOA prior to installation of the solar system. The City assumes no liability for any failure to obtain approval from the HOA.  
Yes      No      Not Applicable

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**CITY PLANNER completes the remaining form.**

1. **Zoning**  
Yes      No      a. Does the proposed project meet the setback requirements (or is it an allowed encroachment)? Front setback \_\_\_\_\_ ft. interior setbacks \_\_\_\_\_ ft.
- N/A   Yes      No      b. If ground-mounted: Does the project comply with setbacks and lot coverage requirements?
- N/A   Yes      No      c. If in a residential zone: Will the proposed system produce less than 10 kW? If "no", route plans to building for a determination of whether the proposed system constitutes a commercial use.
- N/A   Yes      No      d. If roof-mounted: Are the panels proposed on a permitted structure? *Verify.*

**If "no" to any of the above, can the project be modified to better address these issues? Additional submittal requirements may be requested.**

N/A   Yes      No

If "yes," skip to No. 6 below.

**2. Design**

- Yes    No    a.    Is there an open/pending project for the property? If “**yes**,” include in the BLD Zoning Activity comments that “Design Review is required and that this proposal shall be incorporated into the active case.”
- Yes    No    b.    Will the system be **obscured from public view**, i.e. as viewed from a public street, sidewalk, park, beach or trail, is it **completely** hidden by a parapet, located behind a residence, down a private driveway not visible off site, etc.? *Consider all potential public views of the site, especially on hillside properties.*  
If “**yes**”, then skip to item No.6 below.  
If “**no**”, continue to item 3.

**3. Is the project affiliated with a historic resource (Check parcel tags)?**

- Yes    No

**4. Is the proposed project on a site which includes a potentially sensitive visual resource, such as:**

- Yes    No    Hillside Design property (regardless of slope)?

**5. Is the proposed project located in a restricted use area?**

- Yes    No

**6.**    The plans cannot be approved over the counter and must be routed to staff for further review. If there are Zoning concerns (“**no**” to question No. 1), indicate those in the zoning activity.

- Yes    No

**7.**    Proposed project meets state fire marshal set-backs for roof mounted photovoltaic system requirements and code section R908 CRC 2013.

- Yes    No

**8.**    Applicant proceeds to B&S Counter to continue case application (*add approval notes in Permit Plan case, stamp and initial three (3) sets of B&S plans and add a review fee.*)

- Yes    No

*\*Note:* The Planner will provide an opinion as to whether Design Review is required. The Building Official would make the final decision in cases that may cause an adverse impact on public health or safety.





City of La Verne  
3660 D Street  
La Verne, CA 91750

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**PROPERTY OWNER FORM**  
**PLEASE PRINT**

Project Address: \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, as legal owner of the subject property, authorize: \_\_\_\_\_ (Solar Company/Contractor) to submit plans and obtain the necessary permits required by the City of La Verne to install solar panels on my behalf.

\_\_\_\_\_  
Property Owner (Printed Name)

\_\_\_\_\_  
(Signature)

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For Office Use:

Received by: \_\_\_\_\_ Planner: \_\_\_\_\_ Issued by: \_\_\_\_\_

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

**WORKER'S COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and number are:

Carrier: \_\_\_\_\_ Policy No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less)

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**CALIFORNIA LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: \_\_\_\_\_ License No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) for that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do ( ) all of or( ) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address: \_\_\_\_\_

By my signature below, I certify to each of the following:

I am  a California licensed contractor or  the property owner\* or  authorized to act on the property owner's behalf\*\*.

I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

\*requires separate verification form

\*\*requires separate authorization form

California Licensed Contractor, Property Owner\* or Authorized Agent \*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF LA VERNE DEPARTMENT OF BUILDING AND SAFETY**

3660 "D" Street, La Verne, CA 91750-3599 (909) 596-8713

**APPLICATION FOR RESIDENTIAL SOLAR BUILDING PERMIT**

TO BE COMPLETED BY APPLICANT			FOR OFFICE USE ONLY		
BUILDING ADDRESS			BUILDING ADDRESS		
OWNER NAME			TRACT		LOT NUMBER
ADDRESS			USE OF EXISTING BUILDING		
CITY	ZIP		ASSESSOR BOOK	PAGE	PARCEL
TELEPHONE NUMBER			SPECIAL CONDITIONS		
CONTRACTOR			GROUP	TYPE CONSTRUCTION	FIRE ZONE
ADDRESS			STATISTICAL CLASSIFICATION CLASS NO. DWELL UNITS		APT CONDO
CITY	ZIP		WITHIN 1,000 FT OF SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO		USE ZONE
TELEPHONE NUMBER	LICENSE NUMBER	CLASS	HISTORIC SIGNIFICANCE		CDD APPROVAL ISSUE
APPLICANT	TELEPHONE NUMBER	VALUATION \$	PROCESSED BY		
DESCRIPTION OF WORK		NEW <input type="checkbox"/>	FINAL BY		FINAL DATE
		ADD <input type="checkbox"/>			
		ALTER <input type="checkbox"/>			
		REPAIR <input type="checkbox"/>			
		DEMOL <input type="checkbox"/>			
		URM <input type="checkbox"/>			
CITY 5%	SMIP				
GENERAL PLAN 4%	PERMIT FEE				
SB 1473	ISSUANCE FEE				
<b>PERMIT FEE TOTAL</b>			<b>CALL FOR FEES</b>		
UPON COMPLETION OF PLAN CHECK					

**Please Note:** This submitted solar application will be reviewed and processed within 2 to 3 business days. Our regular business schedule is Monday through Thursday, 8 am to 6 pm. We will contact you as soon as your application is approved. All plans must be attached in PDF format.