



INFORMATION BULLETIN

IB-023

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Guideline for Express Permit of Rooftop Solar PV System 10 kW

This Information Bulletin (IB) is intended to serve as a guide for permit applicants regarding the streamlined permitting process (express permit) for flush-mounted solar photovoltaic (PV) systems \leq 10 kW installed on the roofs of buildings (e.g., one- and two-family dwellings, multi-family dwellings, and nonresidential). If a rooftop solar PV system meets the criteria of this IB and the Express Checklist (Checklist), then the need for a detailed engineering analysis and formal plan review submittal may be avoided and a streamlined permit issuance process may be granted. This IB provides pertinent information about the application submittal requirements, permit fees, and inspection process.

Please visit the our website for additional information, including required applications and forms, at longbeach.gov/lbds/building/permit-center/solar-permit/

PART I: CONTACT LOCAL UTILITY COMPANY

Southern California Edison (SCE) is the local utility company providing electrical power for the City of Long Beach (City). All solar PV system installations need SCE's approval to link into the electricity grid, a process commonly referred to as "interconnection." This interconnection approval must be granted before a solar PV system installation is allowed to be operated and is completely separate from the Building and Safety Bureau's (BAS) approval for the solar PV system installation. Interconnection approval ensures that a solar PV system installation will safely connect to and operate on the electricity grid.

Understanding SCE's requirements and process is very important. Permit applicants should contact SCE at the beginning of the project planning stage. SCE can provide information about required interconnection agreements and available financial rebates or incentives, if any. Please contact SCE or visit their website at sce.com.

PART II: SUBMITTAL REQUIREMENTS

The following documents and plans are required for the streamlined permitting of flush-mounted rooftop solar PV system at the time of application submittals:

- a. City Permits/Documents. Submit one or more of the applications noted below:
 - Development Services Permit (complete General, Building, Fire and Electrical sections)
 - Planning Permit / Local Coastal Development (complete only for projects within coastal zone)
 - Certificate of Appropriateness (complete only for projects in historic districts or on qualified historical buildings)

- b. Express Checklist. Complete and submit one of the two forms referenced below to determine eligibility for this service. All items must be checked with a “Y” response and all blank fields are completed on the form.
- FORM-016 Express Checklist for Residential Rooftop Solar PV System 10kW
 - FORM-023 Express Checklist for Other Building Rooftop Solar PV System 10kW
- c. Electrical Plans. A complete set of electrical plans shall be submitted that includes all the information in the Checklist referenced in the above form and the following noted below:
- Locations of main service or utility disconnect
 - Total number of modules, number of modules per string and the total number of strings
 - Make and model of inverter(s) and/or combiner box if used
 - One-line diagram of the system
 - Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit
 - If batteries are to be installed, include them in the diagram and show their locations and venting
 - Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators
 - Labeling of equipment as required by the CEC Articles 690 and 705
 - Site diagram showing the arrangement of panels on the roof, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)
- d. Roof Plan. A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of clear access pathways, PV system fire classification and the locations of all required labels and markings shall be provided.

PART III: PLAN REVIEW

Planning review **is not** required unless any planning portion of the Checklist is marked with an “N” response indicating that the project is located in a Coastal Zone or a Historic District or on a qualified historical building.

Electrical review **is not** required unless any electrical portion of the Checklist is marked with an “N” response.

Building review **is not** required unless any fire-life safety, non-structural or structural portion of the Checklist is marked with an “N” response.

Fire review **is not** required for one- and two-family dwellings. Fire review **is** required for multi-family dwellings and nonresidential buildings.

Permit applications and construction documents (i.e., electrical plans, roof plan, and/or structural plans, calculations, equipment cut sheets, etc.) may be required to be submitted through the regular plan check process for the reviews identified above if it does not meet the criteria of this IB and the Checklist. For additional information, please visit: longbeach.gov/lbds/building/project-submittal/

PART IV: PERMIT AND FEES

An express electrical permit shall be issued for flush-mounted rooftop solar PV systems ≤ 10 kW. The total permit fee, including all applicable surcharges and filing fees, is \$286.41. Where an electrical main service panel upgrade is included, the total permit fee is \$302.31. This fee covers all required inspection services. All fees shall be collected at the time of permit issuance. Additional fees may apply if the project is subject to one or more reviews as required in Part III of this IB or if other related electrical work is included.

PART V: INSPECTIONS

Once the express electrical permit for the flush-mounted rooftop solar PV system has been issued, the installation of the system can commence. The system will be inspected to verify conformance to the Checklist and the applicable code requirements. The Checklist, construction documents, and the job inspection card shall be at the site for inspection at all time. Access is required to all elements of the installation at the time of the requested inspection. All ladders necessary to conduct the inspection must be OSHA compliant and set up in conformance with prescribed safety requirements. Approval will be granted upon final inspection of the solar PV system.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.