

**RESIDENTIAL SOLAR PHOTOVOLTAIC**City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562**125**

August 2019

This information bulletin explains the permitting process for the installation of a solar photovoltaic (PV) system on residential property.

If you have any questions on how the permitting process works, please contact the Community & Project Assistance Center at (951) 461-6062.

I. HOW DO I SUBMIT AN APPLICATION?

Access the [DSD Solar Permit Submittal Portal](#) and complete the online form. Under the “message” section, provide the contact name, number and email address.

At the bottom of the portal is a green button that allows you to attach files. We request that the documents below be scanned into ONE .pdf file. Please make sure the documents are placed in the order as listed below as this will help expedite plan review. When saving the .pdf, please use the name of the project address (i.e., “123 Example Avenue.pdf”).

- Cover sheet, which includes the following information:
 - Site address
 - System type (roof or ground mounted)
 - System output level (i.e., 10,000kw)
 - Weight and dimensions of panels
 - Number of panels
 - Number of inverters/micro-inverters
 - Current CRC and CEC Year
 - Description of any additional equipment or work that will be part of solar installation (i.e., solar batteries, power walls/cells, GMAs)
- Completed Building Plan Review Application for solar projects;
- Completed site plan consistent with Information Bulletin IB-105 and includes the following information:
 - Location of panels and roof layout
 - Location of all required PV signage

**Documents Referenced in this
Information Bulletin**

- DSD Solar Permit Submittal Portal, [Portal](#)
- Building Plan Review Application Solar, [DS-114](#)
- How to prepare a Site/Plot Plan, [IB-105](#)
- PV System Inspection Guidelines, [DS-125](#)

- Fire setbacks shall be notated on roof layout to minimum current Fire Code.
- Place the following note on the site plan:

“No vents (dormers, plumbing and mechanical) shall be covered or relocated”. “All equipment shall be painted prior to inspection.”

- An electrical plot plan, which includes the following:
 - Single Line Diagram to include wire/conduit size and type
 - Existing main service size, location; proposed panel location or upgrade.
 - Please note: Panel upgrades are a separate permit.
- All technical documents that describe the performance and mechanical features of the PV system being installed (i.e., cut sheets and structural calculations).
- A letter from a California Licensed Engineer indicating the racking system has been reviewed, approved, and is in compliance with the current year CBC.

Please ensure that the information that you provide is complete and accurate as this will help streamline the review and permitting process.

II. HOW LONG WILL PLAN CHECK TAKE?

Depending upon caseload, our review following submittal of the initial permit application typically takes one to three days to complete.

Applications that provide the requested information rarely require corrections, but should information be missing or unclear, we will email you our comments and corrections following our review.

Please make the required changes to the documents per our instructions and submit via the DSD Solar Permit Submittal Portal. Our re-review is typically done within one business day.

To better understand what the City looks for during these inspections, DSD developed a Residential Solar PV System Inspection Guideline document, which can be accessed via the link above.



III. AFTER PLAN CHECK IS COMPLETE, HOW DO I OBTIAN THE PERMIT?

You will receive an e-mail making you aware that the documents have been accepted along with a copy of the approved stamped plans. You will see a red City of Murrieta electronic approval stamp on the site plan and technical documents.

Once received, please print one set of all approved documents in color:

- One site plan on 11" X 17"
- Complete plan set on 11" X 17"
- All other documents (i.e., application, cut sheets, calculations) on 8.5 "X 11"

If you do not have access to a color printer or a printer that prints on 11x17 paper, the City can print the documents for a fee of \$1.00 per page.

Bring the printed documents to the Building & Safety Division at 1 Town Square for final processing. No appointment is necessary, unless you are a solar company processing four or more permits in one day. Our hours of operation are set forth below.

<u>Monday – Thursday</u>	<u>Alternating Fridays</u>
7:30am – 4:00pm	8:30am – 3:00pm

IV. WHAT ARE THE FEES FOR THE PERMIT?

Residential Solar PV permits cost \$450, payable at the time the permit is issued. This covers City costs associated with plan review and inspection.

V. WHY DOES THE CITY INSPECT PV SYSTEM INSTALLATION?

Inspections ensure that the system is being installed per approved plans and consistent with state and local fire and building code requirements.