

This information document is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This document provides information about submittal requirements for plan review.

1. Submittal Requirements

- a) Completed permit application form. Download permit application form [here](#).
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at [PV Checklist](#)
- c) A completed Standard Electrical Plan. The standard plan can be downloaded at
[Central-String Inverter System Plan](#)
[Microinverter & ACM systems Plan](#)

If standard electrical plans are not provided, an electrical plan should be submitted that includes the following.

- 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 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, racking system, AC and DC disconnects, combiners, wind generators
- Labeling of equipment as required by CEC, Sections 690 and 705
- Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)
- Clear path access pathways as shown in the State Fire Marshal Solar PV Installation Guide.

[Cal Fire Solar Installation Guide](#)

- For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.

2. **Plan Review**

New Permit applications and resubmittals can be submitted to **Building and Safety** in person at 501 Poli ST, room 117 and electronically through the following email: **pvab2188@ci.ventura.ca.us**.

3. **Fees**

Photovoltaic fees are based on the City of Ventura master fee schedule [link](#).

4. **Inspections**

On-site inspections can be scheduled by contacting Building and Safety by telephone at 805-654-7874. Inspection requests received prior to 5:00PM the previous business day are typically scheduled for the next business day. A set of approved legible plans, minimum size 11x17 and the inspection card must be at job site for inspection.

5. **Department Contact Information**

For additional information regarding this permit process, please consult our departmental website at www.cityofventura.net/cd/buildsafe or contact Building and Safety at 805-654-7869.

6. **The Building Official reserves the right to request additional information as needed.**

7. **All Solar PV Installations:** Any modification to new or existing electrical distribution equipment as it pertains to a **Line Side PV Connection** as described in the California Electrical Code section 705.12 and 110.3 shall have an Electrical Engineer stamped single line diagram including a connection detail, approval from Southern California Edison for the connection including a scheduled power outage verification document. This document shall be provide to the AHJ. There will be no inspections without the the outage document. A third party evaluation from a recognized field evaluation professional including field installed labeling and evaluation report will be required prior to final inspection or any meter release.