



SOLAR PERMIT **SUBMITTAL REQUIREMENTS**

Updated 12/17/2020

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Owner Builder permits require an [Owner / Builder Declaration](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page. Systems under 10KW have a plan review fee of \$69.00 and are typically processed within three (3) business days. Systems over 10KW have a minimum initial plan review fee of \$138.00 and must be reviewed by an electrical engineer through our normal review process of 10 to 15 business days.
5. Plans which need to include cover sheet, site plan, mounting details, framing sections / details of the roof, electrical diagram, warning labels, locations to be installed and product specifications.

A new main panel service can be included in the permit, please itemize in the work description to ensure it is included if needed.

Email these items to building2@ci.pinole.ca.us.

Fees: Please refer to the [fee schedule](#).