



# CHECKLIST OF ELIGIBILITY AND REQUIRED PERMITTING DOCUMENTATION

## SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM (SRR-SES)

### PROJECT SITE INFORMATION:

Assessor's Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -000

Address: \_\_\_\_\_, Imperial County, ( \_\_\_\_\_ ), CA  
Street No. & Name Location: City or Town

Zoning: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ If different than Applicant

Applicant's Phone: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ If different than Applicant

Applicant's email: \_\_\_\_\_

Owner's email: \_\_\_\_\_ If different than Applicant

### ELIGIBILITY FOR STREAMLINING

Eligible candidates for an expedited, streamlined permitting process for a Small Residential Rooftop Solar Energy System (SRR-SES) must meet **ALL** the following criteria, otherwise the building permit application may go through the standard process:

- The proposed SRR-SES must be **PV<sup>1</sup> (<=10kW<sub>AC</sub><sup>2</sup>) or Thermal<sup>3</sup> (<=30kWth<sup>4</sup>)**. (Select system type)  
 Photovoltaic (PV) kW= \_\_\_\_\_ (No larger than 10 kW<sub>AC</sub>)  
**OR**  
 Thermal kW= \_\_\_\_\_ (No larger than 30 kWth)
- Is the proposed SRR-SES mounted on the **rooftop**?  Yes (must check to qualify)
- The proposed SRR-SES must be installed on an existing code compliant **single family dwelling (SFD) or duplex family dwelling (duplex)** structure OR any incidental **accessory structure** as defined in §93201.02 of Title 9.

<sup>1</sup> PV means Photovoltaic, may also be referred to as "Solar Panels." PV systems are alternating current nameplate rating solar energy systems.

<sup>2</sup> kW<sub>AC</sub> means kilowatts alternating current used for PV systems.

<sup>3</sup> Thermal systems heat water in single family residences and solar collectors used for heating swimming pool applications.

<sup>4</sup> kWth means kilowatts thermal used for Thermal systems.



- 5. Owner's Affidavit\*, Letter of Approval or similar document, if necessary 
  - When the owner of title is not signing the application
  - When an individual is signing for a corporation or company, which is the owner
  
- 6. Site Plan\* 
  - 2 hard copies required if submitting in person or by mail
  - Electronic version allowed if submitting electronically; no hard copy necessary
  
- 7. Electrical, Plumbing (thermal only), and Structural Plans for SRR-SES\* 
  - Plans must be prepared by licensed Engineer(s), Contractor or designer
  - 2 hard copies of each set of plan required if submitting in person or by mail
  - Electronic version allowed if submitting electronically; no hard copy necessary. All stamps, signatures and licenses must be verified prior to application being deemed complete.
  
- 8. Current worker's compensation insurance on file with ICPDS for the contractor of record

FEES (TITLE 9, DIVISION 32, CHAPTER 3)

- 9. Fee due prior to the issuance of permit 
  - A. PV systems that are 10 kW<sub>AC</sub> or less or Thermal Systems that are 15kW<sub>th</sub> or less:
    - Fee: \$500.00
  - B. Thermal systems that are between 16 kW<sub>th</sub> and 30kW<sub>th</sub>:
    - Fee: \$500.00 for first 15 kW<sub>th</sub>, plus \$15.00 for each additional kW<sub>th</sub> thereafter

SRR-SES (PV & THERMAL) FEE SCHEDULE	
<b>15 kW or less</b>	<b>\$500.00</b>
• 10 kW (Max. for Streamline PV-kW <sub>AC</sub> )	\$500.00
• 15 kW	\$500.00
<b>16 kW or more</b>	<b>\$500.00 + \$15.00 per kW above 15 kW</b>
• 16 kW	\$515.00
• 20 kW	\$575.00
• 25 kW	\$650.00
• 30 kW (Max. for Streamline Thermal-kW <sub>th</sub> )	\$725.00

**PROJECT REVIEW**

Building Permit applications can be submitted to the Imperial County Planning & Development Services Department **in person or by mail** at 801 Main Street, El Centro, CA 92243 and electronically by **email** at [BuildingInfo@co.imperial.ca.us](mailto:BuildingInfo@co.imperial.ca.us) or **fax** at (442) 265-1735.

Should any information on submitted forms or plans be incorrect, erroneous, false, misrepresented, lacking, or missing, the building permit for the SRR-SES shall be rejected or may go through the standard process.

**For additional information regarding this permit process, please consult our departmental website at [www.icpds.com](http://www.icpds.com) or contact the Building Division at (442) 265-1736.**