

TITLE 9

DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE

---

- [CHAPTER 1: GENERAL PROVISIONS](#)
- [CHAPTER 2: EXPEDITED, STREAMLINED PERMITTING PROCESS \(SRR-SES\)](#)
- [CHAPTER 3: EXPEDITED, STREAMLINED PERMITTING PROCESS \(EVCS\)](#)
- [CHAPTER 4: FEES](#)
- [CHAPTER 5: APPROVED CHECKLIST, FORMS AND REQUIRED PLANS \(SRR-SES\)](#)
- [CHAPTER 6: APPROVED CHECKLIST, FORMS AND REQUIRED PLANS \(EVCS\)](#)

**CHAPTER 1: GENERAL PROVISIONS**

- § 93201.00 TITLE
- § 93201.01 PURPOSE AND INTENT
- § 93201.02 DEFINITIONS
- § 93201.03 PERMIT INFORMATION NOTIFICATION
- § 93201.04 PERMITS FOR OTHER JURISDICTIONS
- § 93201.05 UTILITY PROVIDERS REQUIREMENTS
- § 93201.06 CONTRACTOR
- § 93201.07 MOBILE HOME EXCLUSION FOR SRR-SES
- § 93201.08 PRIORITIZATION OF STREAMLINE PERMITS

**§ 93201.00 TITLE**

This Division shall be known as the “Permit Streamline Ordinance and may be cited as such.

**§ 93201.01 PURPOSE AND INTENT**

The purpose of this ordinance is **to facilitate** the permitting and installation of small residential rooftop solar energy systems for on-site consumption and electric vehicle charge stations incidental to a primary use; the intent is **to create** a process that expedites or streamlines the building (ministerial) permit process for these types of projects.

**§ 93201.02 DEFINITIONS**

- A. **Accessory Structure** An “Accessory Structure” is detached structure that is incidental and subordinate to the residential primary use, which is located on the same lot/parcel. May include carport, patio, workshop, hobby room, garage, greenhouses, storage building or similar structure.
- B. **Accessory Use (Secondary Use)** An “Accessory Use” or Secondary Use shall mean a use that is incidental, subordinate to, and serves a primary building or principle use, which is subordinate in area, extent, or purpose. The accessory use shall contribute to the comfort, convenience or necessity of the primary building or principle use, and the use shall occur on the same lot/parcel or property as the primary building or principle use.
- C. **Duplex Family Dwelling** A “Duplex Family Dwelling” (Duplex) means a residential structure with two (2) attached dwelling units with separate entrances on one (1) legal lot **or** any incidental accessory structure for the Duplex that are primarily allowed in medium/high-density residential zones, such as R-2, R-3 and R-4. Each dwelling unit of the Duplex is usually occupied by one (1) household or family and may include two-story (1 unit per floor) or side-by-side building layouts.
- D. **Electric Vehicle** An “Electric Vehicle” or EV, as defined by the current California Green Building Standards Code, shall mean an automotive-type vehicle for on-road use, such as passenger automobiles,

buses, trucks, vans, neighborhood electric vehicles, electric motorcycles, and the like, primarily powered by an electric motor that draws current from a rechargeable storage battery, fuel cell, photovoltaic array, or other source of electric current. Plug-in hybrid electric vehicles (PHEV) are considered electric vehicles. Off-road, self-propelled electric vehicles, such as industrial trucks, hoists, lifts, transports, golf carts, airline ground support equipment, tractors, boats, and the like, are not included.

- E. **Electric Vehicle Charging Station or Charging Station** An “Electric Vehicle Charging Station” or EVCS, as described in §65850.7 (i) (3) of the Government Code of the State of California, means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of Section 65850.7 (i) (3) of the Government Code, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle; and as defined by the current California Green Building Standards Code, an EV is one or more spaces intended for charging electric vehicles.
- F. **Electric Vehicle Supply Equipment** “Electric Vehicle Supply Equipment” or EVSE, as defined by the current California Green Building Standards Code, shall mean the conductors, including the ungrounded, grounded, and equipment grounding conductors and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the electric vehicle.
- G. **Electronic (Digital) Signature(s)** An “Electronic (Digital) Signature” shall mean, for the purpose of this Ordinance, a signature that can be authenticated or validated electronically through appropriate software or Qualified Signature-Creation Device.
- H. **Electronic Submittal** An “Electronic Submittal” shall have the same meaning set forth in §65850.5 (j) (2) and §65850.7 (i) (2) of the Government Code of the State of California and shall mean submittal of permit application by one or more of the following methods: Email, Internet or Facsimile (or Fax). Acceptance of electronic submittals shall not constitute acceptance of an electronic signature(s).
- I. **Expedited or Streamlined Permit Process** “Expedited or Streamlined Permit Process” shall mean a quick, simple and efficient pre-established process for permitting/inspection of simple and typical SRR-SES and EVCS, as established by this Division.
- J. **Kilowatt (kW)** A “Kilowatt (kW)” shall mean a unit of power equal to 1,000 watts.
- K. **Nondiscretionary Permit** A “Nondiscretionary Permit” shall mean a ministerial or building permit that does not require discretionary approval by a governing body of the County of Imperial and shall not include Conditional Use Permits or similar discretionary land use entitlements.
- L. **Photovoltaic Systems** A “Photovoltaic System” or Solar (PV) Panels shall mean a SES, with an alternating current nameplate rating, used to generate electricity.
- M. **Primary Building** “Primary Building” shall mean any structure used, or intended for supporting or sheltering the principal use. The term *building* may be used interchangeably with the term *structure*.
- N. **Principal Use** “Primary Use” shall mean the primary or predominant use of any lot.
- O. **Rooftop or Roof-mounted** “Rooftop or Roof-mounted” shall mean that the SRR-SES is mounted and fastened to an existing code compliant roof of a Single or Duplex Family Dwelling or Accessory Structure, as defined in this Chapter and shall not include any ground-mounted SRR-SES.
- P. **Single Family Dwelling** A “Single Family Dwelling” or SFD shall mean a residential house that consists of just one dwelling unit and is usually occupied by one household or family that is primarily allowed in low-density residential zones, such as R-1, R-2, A-1, A-2, A-3, S-1 and S-2. (For the purposes of SRR-SES, SFD shall only include conventionally built houses).

- Q. Small Residential Rooftop Solar Energy System (SRR-SES)** A “Small Residential Rooftop SES,” as described in §65850.5 (j) (3) of the Government Code of the State of California, means all the following:
1. A solar energy system that is no larger than 10 kilowatts alternating current [kW<sub>AC</sub>] nameplate rating or 30 kilowatts thermal (kW<sub>th</sub>).
  2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the County of Imperial and paragraph (3) of subdivision (c) of Section 714 of the Civil Code.
  3. A solar energy system that is installed on a single family dwelling or duplex family dwelling (duplex).
  4. A solar panel or module array that does not exceed the maximum legal building height as defined within Division 5 and 6 of Title 9 and within the Imperial County Airport Land Use Compatibility Plan.
- R. Solar Energy Systems (SES)** A “Solar System,” as described in §801.5 (a), (1) and (2) of the Civil Code of the State of California, is any of the following:
1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
  2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.
- S. Streamline** “Streamline” or Streamlining shall mean a fast and less complicated course of action. The terms Streamline and expedite may be used interchangeably throughout this Administrative Permit Streamline Ordinance (Div. 32).
- T. Thermal Systems** A “Thermal System” shall mean a Thermal Solar Energy System that is used to heat water in structure(s) or pool(s). “Thermal” shall be used in this Ordinance to reference a Thermal SES that heats structures, and “Thermal Pools” shall be used in this Ordinance to reference a Thermal SES that heats pools.

**§ 93201.03 PERMIT INFORMATION NOTIFICATION**

The Building Official shall reject a building permit application for expedited services if any information on the submitted forms or plans is incorrect, erroneous, false, misrepresented, lacking, or missing making it difficult to expedite the permit process. The Building Official may, at the applicant’s request, process the building permit for a SRR-SES and EVCS that will be rejected through the standard building permit process, at the applicant’s request.

**§ 93201.04 PERMITS FOR OTHER JURISDICTIONS**

The Imperial County Planning & Development Services Department (Department) may contract with incorporated Cities within the County of Imperial (e.g. Calipatria, etc.) to perform within a city all functions performed by the Building Division of this Department, which includes processing building permits and performing site inspections. Therefore, this Department may receive and process building permits for SRR-SES or EVCS for any cities that may have an approved contract (agreement) with the County of Imperial, subject to the following requirements:

- A. Planning approval from the city, or authorized agent, shall be provided with the application on the approved form (Form).
- B. Fire approval from the City Fire Department, or authorized agent, shall be provided with the application on the approved form (Form).

- C. Application shall not be accepted or deemed complete without required approvals listed in subsection A and B of this section.
- D. Building permit applications and inspections shall be subject to all the requirements of this Division and processed as directed by Division 32 of Title 9.

**§ 93201.05 UTILITY PROVIDERS REQUIREMENTS**

- A. Obtaining building permits from the County of Imperial (County) is only one part of the process to install and use SRR-SES and EVCS, and the applicant(s) for such projects is responsible to coordinate with all involved agencies, in order to move through the process efficiently, i.e. with minimal or no issues.
- B. The Imperial Irrigation District (IID or District) and other utility providers that service the County of Imperial have a separate approval process for interconnection or incentive programs, such as IID's Solar Solution Incentive Program and Net Energy Metering Program that may apply to these projects. Approval or issuance of building permits or approval or sign-off of final inspections for SRR-SES or EVCS by the County of Imperial shall not constitute approval or acceptance by IID or other utility providers for any relevant program for incentives or interconnections.
- C. The applicant of any building permit for SRR-SES (PV) or EVCS is expected to contact their utility provider early in the planning stage, in order to assure a timely and cost effective project. Although approval from the utility provider is NOT required by the County to process and approve building permits for SRR-SES or EVCS, the applicant should design the project to meet standards of the County and the utility provider, in an effort to minimize revisions and modifications.

**§ 93201.06 CONTRACTOR**

All work done for SRR-SES and EVCS through an approved building permit from Imperial County Planning and Development Services Department (ICPDS) shall be done by a licensed contractor, as required by the California State License Board (CSLB).

The contractor's license must be in good standing (current and active) with the California State License Board (CSLB), and the contractor must have on file with the ICPDS proof of worker's compensation insurance listing the County of Imperial as the Certificate Holder.

**§ 93201.07 MOBILE HOME EXCLUSION FOR SRR-SES**

SRR-SES that will be mounted on "Mobile Homes," as defined by this Title (Division 14) and Title 25 of the California Code of Regulations, within the jurisdiction of the County shall be processed and permitted by the California Department of Housing and Community Development. Therefore, building permits for SRR-SES on mobile homes within the County shall not be subject to this ordinance or qualify for expedited permitting services from the County of Imperial.

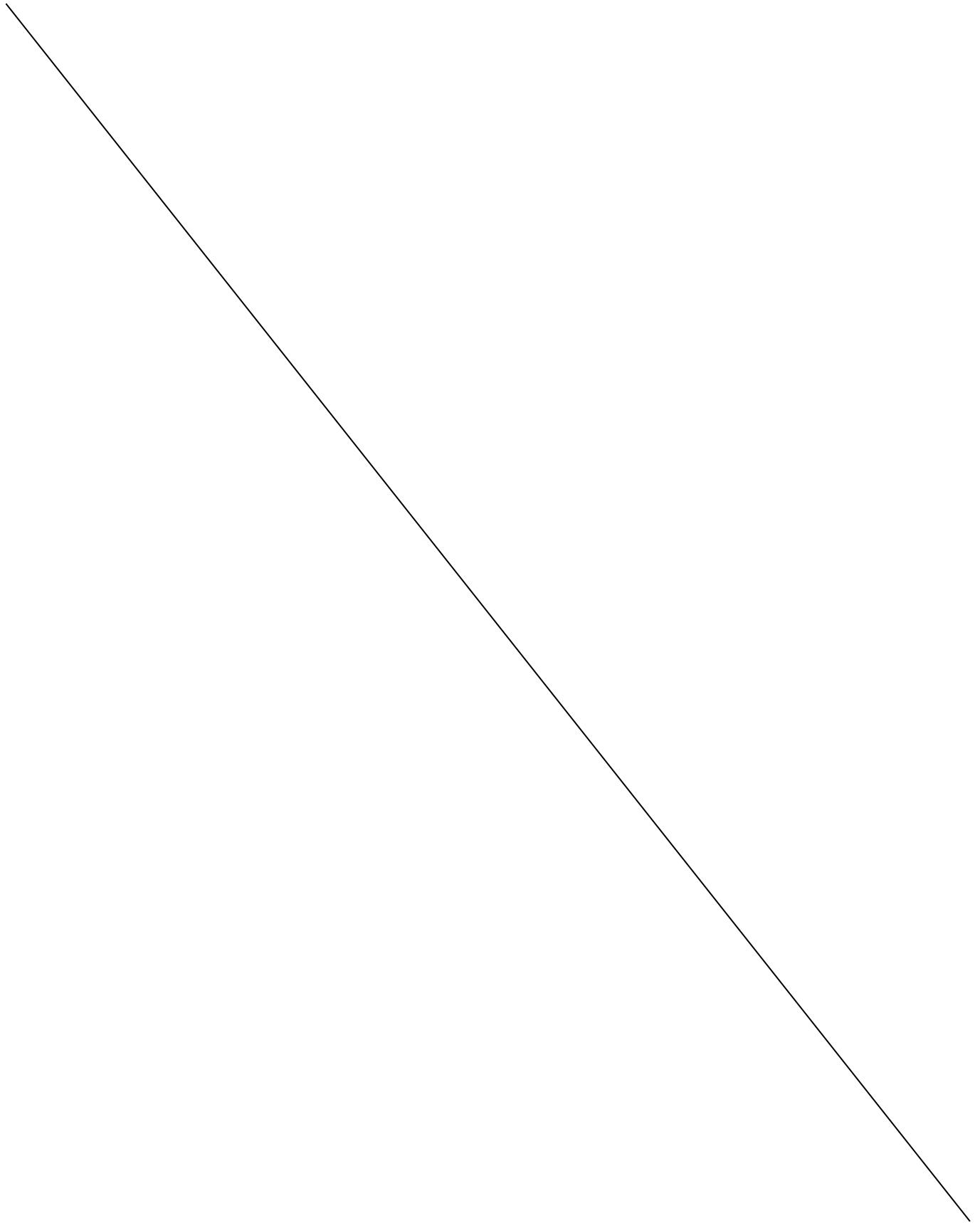
**§ 93201.08 PRIORITIZATION OF STREAMLINE PERMITS**

The County of imperial is required by the State of California to expedite the building permits process for SRR-SES and EVCS, which is accomplished with the procedures established by this ordinance. However, the State of California provides the County of Imperial the capability to establish a mechanism that prioritizes competing applications for expedited permits in practical conditions (California Government Code §65850.7 [g] [1]).

Therefore, all applications for expedited permits submitted to the Imperial County Planning & Development Services Department (ICPDS) that are "deemed complete" shall be processed according to the date the department makes the determination (i.e. applications deemed complete first shall be processed first). However, if the ICPDS Director determines that an influx of applications for expedited permits have been deemed complete, where the department may not be able to meet the expedited processing deadline for every request, the ICPDS Director may limit the acceptance of applications for expedited services to SRR-SES projects for an indefinite but appropriate period of time; priority for competing applications for expedited permits is therefore given to SRR-SES projects. Application for EVCS may still be accepted during this period of time but shall be processed through the standard permit process.

---

THIS SPACE INTENTIONALLY LEFT BLANK



## TITLE 9

### DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE

---

#### CHAPTER 2: EXPEDITED, STREAMLINED PERMITTING PROCESS (SRR-SES)

§ 93202.00	PURPOSE/APPLICATION
§ 93202.01	ELIGIBILITY FOR EXPEDITED PERMIT PROCESS
§ 93202.02	CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION AND FEE
§ 93202.03	PERMIT PROCESSING TIME
§ 93202.04	SUBMITTAL METHODS
§ 93202.05	REQUIRED SIGNATURES
§ 93202.06	PERMIT ISSUANCE
§ 93202.07	PERMIT DENIAL
§ 93202.08	INSPECTION REQUIREMENTS FOR SRR-SES
§ 93202.09	CORRECTION NOTICE
§ 93202.10	FINAL PERMIT

#### § 93202.00 PURPOSE/APPLICATION

The purpose of this chapter is to establish a procedure for a streamlined or expedited building permit process for Small Residential Rooftop Solar Energy Systems (SRR-SES) that are eligible, in accordance with this Ordinance. This process applies to SRR-SES as defined in §93201.02.Q of Title 9 that are eligible for an expedited permitting process as set forth in §93202.01 of this Chapter.

#### § 93202.01 ELIGIBILITY FOR EXPEDITED PERMIT PROCESS

In order for an SRR-SES application to be eligible for an expedited, streamlined permitting process, all of the following criteria must be met and verified with Form S100 at time of submittal:

1. The proposed SRR-SES must be a solar energy system that is no larger than 10 kilowatts alternating current nameplate rating (PV) or 30 kilowatts thermal (462 square feet of collector).
2. The proposed SRR-SES must conform to all applicable State fire, structural, electrical, and other building codes as adopted or amended by the County of Imperial, such as Title 24, Parts 2, 2.5, 3-6, and 9, etc., and paragraph (3) of subdivision (c) of Section 714 of the Civil Code.
3. The proposed SRR-SES must be roof-mounted.
4. The proposed SRR-SES must be mounted on an existing code compliant single or duplex family dwelling structure or incidental accessory structure.
5. The height must not exceed the maximum legal building height.
6. All components for a SRR-SES must be certified by an accredited listing agency, including:
  - a. Solar collectors (Thermal and Thermal Pools only)
  - b. Solar domestic water heating system (Thermal only)
7. The heat transfer fluid is either water or nontoxic fluid (Thermal only)
8. A complete building permit application, pursuant to §93202.02, must be submitted.

§ **93202.02 CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION AND FEE**

The building permit applications for a SRR-SES shall contain all of the following documentation, along with appropriate permit fee, in order to be received and deemed complete. Acceptable forms are listed in Chapter 5 of this Ordinance and shall be available at the Imperial County Planning & Development Services Department (ICPDS) office and on the Department's public website. All documents must be completely filled out and in conformance with the approved SRR-SES "Checklist of Eligibility and Requirements" (§93205.01).

1. Checklist of Eligibility and Required Permitting Documentation (Form S100), see §93205.01
2. Streamline Pre-Approval (Form S200), see §93205.02
3. Permit Application (General ICPDS form), see §93205.03
4. General Owner's Acknowledgement form (General ICPDS form), see §93205.04
5. General Owner's Affidavit form (General ICPDS form), see §93204.05, Letter of Approval or similar document, if necessary,
  - a. When the owner of title is not signing the application
  - b. When an individual is signing for a corporation or company, which is the owner
6. Site Plan(s), 2 full sets required (General ICPDS form or drafted plans), see §93205.06
7. Electrical and Structural Plans prepared by a licensed engineer, two (2) full sets required, see §93205.07
8. Fee, as set forth in Chapter 4 of this Division
9. Current worker's compensation insurance listing the County of Imperial as the Certificate Holder for the contractor of record, on file with ICPDS

§ **93202.03 PERMIT PROCESSING TIME**

Building permits applications for SRR-SES shall be reviewed and approved by the next business day and no later than three (3) business days, following the day the building permit application is received and deemed complete.

§ **93202.04 SUBMITTAL METHODS**

Building permits application for SRR-SES may be submitted to the Imperial County Planning & Development Services Department (ICPDS), Building Division by way of any of the following methods:

- A. In person:

Submit all original application documentation in person to the Building Division at the **ICPDS office** located at the address listed in subsection B.
- B. Mail:

Mail all original application documentation to the Building Division at the following address: **801 W. Main Street, El Centro, CA 92243**. Submittal by this methods has to include a valid email for the applicant, in order to receive confirmation of receipt of the application and notification of acceptance status. If the application is incomplete or will not be accepted, the applicant will be notified by email and the application will be mailed back to the applicant.
- C. Email:

(Electronic submittal) Email an *Adobe PDF (.pdf)* copy of the original application documentation to the Building Division at the following email: [Buildinginfo@co.imperial.ca.us](mailto:Buildinginfo@co.imperial.ca.us) or to the Division's current active email. An email will be sent to the applicant to confirm receipt of the application and to notify of acceptance status, and if the application is incomplete or will not be accepted, the applicant will also be notified by email. Since electronic signatures cannot be accepted, *the application must be signed prior issuance of the building permit, and fees must also be paid prior to issuance of the building permit* in person or by calling (442) 265-1736 or the Departments current active phone number.

D. Facsimile:

(Electronic submittal)

Fax a copy of the original application documentation to the Building Division at the following fax number: **(442) 265-1735** (Attn: Building Division) or to the Division's current active fax number. Submittal by this method has to include a valid email for the applicant, in order to receive confirmation of receipt of the application and notification of acceptance status, and if the application is incomplete or will not be accepted, the applicant will also be notified by email. Since electronic signatures cannot be accepted, *the application must be signed prior issuance of the building permit, and fees must also be paid prior to issuance of the building permit* in person or by calling (442) 265-1736 or the Departments current active phone number.

Any application documentation submitted must be legible. **ILLEGIBLE APPLICATION DOCUMENTATION IS GROUNDS FOR DEEMING AN APPLICATION INCOMPLETE OR NOT ACCEPTING AN APPLICATION.**

§ **93202.05 REQUIRED SIGNATURES**

All required application documentation shall be signed by the appropriate party (i.e. property owner[s] contractors, etc.) as specified on the application or form(s) listed in §93202.02 of this Chapter.

California State Law requires local agencies to authorize the acceptance of the electronic signature on all application documentation for SRR-SES in lieu of a wet signature, *unless the local agency determines its inability to authorize such format*. Pursuant to Government Code §65850.5. (g) (2), the Imperial County Planning & Development Services Department (ICPDS or Department) is **UNABLE TO AUTHORIZE THE ACCEPTANCE OF THE ELECTRONIC SIGNATURE**, at the time of adoption of this "Administrative Permit Streamline Ordinance," on all application documentation for SRR-SES for the following reasons: ICPDS does not currently accept electronic signatures, as defined in §93201.02 of this Ordinance, for any type of permit that is processed by this Department; therefore, the Department does not count on the necessary technological capability to accept this type of signature format. In order to establish required capabilities, funding has to be obtained to secure appropriate hard- and/or software that can authenticate an electronic signature and more time is necessary to establish the technological capability to accept this signature format. Therefore, the County of Imperial **WILL NOT ALLOW ELECTRONIC SIGNATURES** on any application documentation for SRR-SES, and **WET SIGNATURES ARE REQUIRED** as listed above and §93202.04 of this Chapter.

If submitting the SRR-SES application electronically, all forms may be submitted without a wet signature or any signature; however, prior to issuance of the building permit, all forms must be signed by the appropriate party. In lieu of a wet signature from the owner on an application, the owner may provide a notarized owner's affidavit with wet signatures giving someone else the ability to sign the application.

§ **93202.06 PERMIT ISSUANCE**

Building Permits for SRR-SES that meet all the minimum requirements of this ordinance, and that do not have any specific, adverse impact on the public's health or safety, and conforms with Government Code §65850.5, specifically subsection (f), shall be approved and issued to the applicant(s). ICPDS staff shall notify the applicant(s) of issuance by phone or email, and the applicant(s) shall pick-up issued building permit(s) from the ICPDS office during normal business hours.

§ **93202.07 PERMIT DENIAL**

ICPDS shall notify an applicant in writing within three (3) business days if a building permit application for SRR-SES will be denied. The written notice shall include the reason for denial and may recommend possible solutions or alternatives for approval. Re-submittal of a previously "Denied" building permit application for SRR-SES that has been revised shall be deemed equivalent of a new application and all procedures and time frames shall be as a new application.



**§ 93202.08 INSPECTION REQUIREMENTS FOR SRR-SES**

Any inspection(s) required for SRR-SES shall be done in accordance to Subsection (h) of Section 65850.5 of the Government Code for the State of California and shall be as follows:

- A. Only one (1) inspection shall be required by the Imperial County Planning & Development Services Department for any SRR-SES building permit, unless the work performed fails inspection and a correction notice is issued that would require subsequent inspections.
- B. The first inspection for SRR-SES should be performed by the next business day, if the request is received by ICPDS before 4:00 p.m. The first inspection for a SRR-SES shall not be performed later than five (5) business days after it is requested.
- C. If the SRR-SES fails the first inspection, any subsequent inspection(s) are not required to follow the mandate by the State of California, as shown in Subsection B., and ICPDS will perform any subsequent inspection(s) as normal business allows.
- D. The Imperial County Fire Department (or local fire authority) shall maintain control of any required fire safety inspection(s), but clearance of fire safety inspections shall not be required, in order to finalize any building permits for SRR-SES.

**§ 93202.09 CORRECTION NOTICE**

An ICPDS Building Inspector that performs an inspection for a SRR-SES may issue a “Correction Notice” if the system that was built does not match the approved application and plans, if the system does not meet local and State building, plumbing, and electrical codes, or if the system does not meet applicable health and safety standards and requirements. Issuance of a Correction Notice shall constitute a failed inspection.

**§ 93202.10 FINAL PERMIT**

A building permit for a SRR-SES shall only be considered “finalized” or a “final permit” if the constructed system passes the inspection and receives a sign-off by an ICPDS Building Inspector.

---

THIS SPACE INTENTIONALLY LEFT BLANK

**DIVISION 32:**

**DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE**

---

**CHAPTER 3: EXPEDITED, STREAMLINED PERMITTING PROCESS (EVCS)**

§ 93203.00	PURPOSE/APPLICATION
§ 93203.01	ELIGIBILITY FOR EXPEDITED PERMIT PROCESS
§ 93203.02	CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION AND FEE
§ 93203.03	PERMIT PROCESSING TIME
§ 93203.04	SUBMITTAL METHODS
§ 93203.05	REQUIRED SIGNATURES
§ 93203.06	PERMIT ISSUANCE
§ 93203.07	PERMIT DENIAL
§ 93203.08	INSPECTION REQUIREMENTS FOR SRR-SES
§ 93203.09	CORRECTION NOTICE
§ 93203.10	FINAL PERMIT

**§ 93203.00 PURPOSE/APPLICATION**

The purpose of this chapter is to establish a procedure for a streamlined or expedited building permit process for Electrical Vehicle Charging Station (EVCS) that are eligible, in accordance with this Ordinance. This process applies to ECVS as defined in §93201.02.E of Title 9 that are eligible for an expedited permitting process as set forth in §93202.01 of this Chapter.

**§ 93203.01 ELIGIBILITY FOR EXPEDITED PERMIT PROCESS**

In order for an EVCS application to be eligible for an expedited, streamlined permitting process, all of the following criteria must be met and verified with Form S101 at time of submittal:

1. The EVCS must be an Accessory Use, as defined in Section 93201.02.B
2. Only the EVCS qualifies for expedited services, so the EVCS must be permitted independently. The permit application shall not include any other item that requires any additional review.

**§ 93203.02 CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION AND FEE**

The building permit applications for an EVCS shall contain all of the following documentation, along with appropriate permit fee, in order to be received and deemed complete. Acceptable forms are listed in Chapter 6 of this Ordinance and shall be available at the Imperial County Planning & Development Services Department (ICPDS) office and on the Department's public website. All documents must be completely filled out and in conformance with the approved EVCS "Checklist of Eligibility and Requirements" (§93206.01).

1. Checklist of Eligibility and Required Permitting Documentation (Form S101), see §93206.01
2. Streamline Pre-Approval (Form S200), see §93206.02
3. Permit Application (General ICPDS form), see §93206.03
4. General Owner's Acknowledgement form (General ICPDS form), see §93206.04
5. General Owner's Affidavit form (General ICPDS form), see §93206.05, Letter of Approval or similar document, if necessary,
  - a. When the owner of title is not signing the application
  - b. When an individual is signing for a corporation or company, which is the owner
6. Site Plan(s) with Parking Plan, 2 full sets required (General ICPDS form or drafted plans), see §93206.06
7. Electrical Plans and Load Calculations, including Single-line Diagram (s), prepared by a licensed engineer or certified electrician in charge of the project, two (2) full sets required, see §93206.07
8. Construction details and plans for the charging stations pedestal and protection component, including the anchoring system's details and plans, see §93206.08
9. Fee, as set forth in Chapter 4 of this Division

10. Current worker's compensation insurance listing the County of Imperial as the Certificate Holder for the contractor of record, on file with ICPDS

§ **93203.03 PERMIT PROCESSING TIME**

Building permits applications for EVCS shall be reviewed and approved by the third business day and no later than five (5) business days, following the day the building permit application is received and deemed complete.

§ **93203.04 SUBMITTAL METHODS**

Building permits application for Streamline may be submitted to the Imperial County Planning & Development Services Department (ICPDS), Building Division by way of any of the following methods:

A. In Person

Submit all original application documentation in person to the Building Division at the **ICPDS office** located at the address listed in subsection B.

B. Mail:

Mail all original application documentation to the Building Division at the following address: **801 W. Main Street, El Centro, CA 92243**. Submittal by this methods has to include a valid email for the applicant, in order to receive confirmation of receipt of the application and notification of acceptance status. If the application is incomplete or will not be accepted, the applicant will be notified by email and the application will be mailed back to the applicant.

C. Email:

(Electronic submittal)

Email an *Adobe PDF (.pdf)* copy of the original application documentation to the Building Division at the following email: [Buildinginfo@co.imperial.ca.us](mailto:Buildinginfo@co.imperial.ca.us) or to the Division's current active email. An email will be sent to the applicant to confirm receipt of the application and to notify of acceptance status, and if the application is incomplete or will not be accepted, the applicant will also be notified by email. Since electronic signatures cannot be accepted, *the application must be signed prior issuance of the building permit, and fees must also be paid prior to issuance of the building permit* in person or by calling (442) 265-1736 or the Departments current active phone number.

D. Facsimile:

(Electronic submittal)

Fax a copy of the original application documentation to the Building Division at the following fax number: **(442) 265-1735** (Attn: Building Division) or to the Division's current active fax number. Submittal by this method has to include a valid email for the applicant, in order to receive confirmation of receipt of the application and notification of acceptance status, and if the application is incomplete or will not be accepted, the applicant will also be notified by email. Since electronic signatures cannot be accepted, *the application must be signed prior issuance of the building permit, and fees must also be paid prior to issuance of the building permit* in person or by calling (442) 265-1736 or the Departments current active phone number.

Any application documentation submitted must be legible. **ILLEGIBLE APPLICATION DOCUMENTATION IS GROUNDS FOR DEEMING AN APPLICATION INCOMPLETE OR NOT ACCEPTING AN APPLICATION.**

§ **93203.05 REQUIRED SIGNATURES**

All required application documentation shall be signed by the appropriate party (i.e. property owner[s] contractors, etc.) as specified on the application or form(s) listed in §93203.02 of this Chapter.

California State Law requires local agencies to authorize the acceptance of the electronic signature on all application documentation for EVCS in lieu of a wet signature, *unless the local agency determines its inability to authorize such format*. Pursuant to Government Code §65850.7 (g) (2), the Imperial County Planning & Development Services Department (ICPDS or Department) is **UNABLE TO AUTHORIZE THE ACCEPTANCE OF THE ELECTRONIC SIGNATURE**, at the time of adoption of this “Administrative Permit Streamline Ordinance,” on all application documentation for EVCS for the following reasons: ICPDS does not currently accept electronic signatures, as defined in §93201.02 of this Ordinance, for any type of permit that is processed by this Department; therefore, the Department does not count on the necessary technological capability to accept this type of signature format. In order to establish required capabilities, funding has to be obtained to secure appropriate hard- and/or software that can authenticate an electronic signature and more time is necessary to establish the technological capability to accept this signature format. Therefore, the County of Imperial **WILL NOT ALLOW ELECTRONIC SIGNATURES** on any application documentation for EVCS, and **WET SIGNATURES ARE REQUIRED** as listed above and §93203.04 of this Chapter.

If submitting the EVCS application electronically, all forms shall be submitted without any signature; however, prior to issuance of the building permit, all forms must be signed by the appropriate party. In lieu of a wet signature from the owner on an application, the owner may provide a notarized owner’s affidavit with wet signatures giving someone else the ability to sign the application.

§ **93203.06 PERMIT ISSUANCE**

Building Permits for EVCS that meet all the minimum requirements of this ordinance, and that do not have any specific, adverse impact on the public’s health or safety, and conforms with Government Code §65850.7, specifically subsection (f) shall be approved and issued to the applicant(s). ICPDS staff shall notify the applicant(s) of issuance by phone or email, and the applicant(s) shall pick-up issued building permit(s) from the ICPDS office during normal business hours.

§ **93203.07 PERMIT DENIAL**

ICPDS shall notify an applicant in writing within five (5) business days, if a building permit application for EVCS will be denied. The written notice shall include the reason for denial and may recommend possible solutions or alternatives for approval. Re-submittal of a previously “Denied” building permit application for EVCS that has been revised shall be deemed equivalent of a new application and all procedures and time frames shall be as a new application.

§ **93203.08 INSPECTION REQUIREMENTS FOR SRR-SES**

Any inspection(s) required for SRR-SES shall be done as follows:  
A. ... (TBD by Sergio)  
B. ... (TBD by Sergio)

§ **93202.09 CORRECTION NOTICE**

An ICPDS Building Inspector that performs an inspection for an EVCS may issue a “Correction Notice” if the system that was built does not match the approved application and plans, if the system does not meet local and State building and electrical codes, or if the system does not meet applicable health and safety standards and requirements. Issuance of a Correction Notice shall constitute a failed inspection.

§ **93202.10 FINAL PERMIT**

A building permit for an EVCS shall only be considered “finalized” or a “final permit” if the constructed system passes the inspection and receives a sign-off by an ICPDS Building Inspector.

---

THIS SPACE INTENTIONALLY LEFT BLANK

TITLE 9

DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE

CHAPTER 4: BUILDING PERMIT FEES FOR STREAMLINE PERMITS

- § 93203.00 LIMITATION
- § 93203.01 FEE
- § 93203.02 FEE SCHEDULE
- § 93203.03 PAYMENT

§ 93203.00 LIMITATION FOR SRR-SES

In accordance with Chapter 7.5 of the Government Code (§66015 et. seq.), the fee for SRR-SES shall not exceed the maximum allowed by State law.

§ 93203.01 FEE

- A. The fee for SRR-SES shall be \$500.00 for any system that is fifteen (15) kilowatts or less. For any system greater than fifteen (15) kilowatts, the fee shall be \$500.00, with an additional fee of \$15.00 for each additional kilowatt above fifteen (15) kilowatts. For example, the fee for a ten (10) kilowatt system shall be \$500.00 and for a twenty (20) kilowatt system shall be \$575.00.
- B. ... (TBD by Sergio)

§ 93203.02 FEE SCHEDULE(S)

A. SRR-SES

SRR-SES (PV & THERMAL) FEE SCHEDULE	
<b>15 kW or less</b>	<b>\$500.00</b>
• 10 kW (Max. for Streamline PV)	\$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)	\$725.00

B. EVCS

EVCS FEE SCHEDULE	
... (TBD by Sergio)	

§ 93203.03 PAYMENT

Full payment of required fees are due prior to issuance of any streamlined building permits. Payment can be made in person or over the phone.

THIS SPACE INTENTIONALLY LEFT BLANK

## TITLE 9

### DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE

---

#### CHAPTER 5: APPROVED CHECKLIST, FORMS, AND REQUIRED PLANS (SRR-SES)

§ 93205.00	GENERAL
§ 93205.01	ELIGIBILITY CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION
§ 93205.02	STREAMLINE PRE-APPROVALS
§ 93205.03	PERMIT APPLICATION
§ 93205.04	OWNER'S ACKNOWLEDGEMENT
§ 93205.05	SITE PLAN
§ 93205.06	ELECTRICAL AND STRUCTURAL PLANS

#### § 93205.00 GENERAL

All required forms shall be published on the Imperial County Planning & Development Services Department (ICPDS) website, which is [www.icpds.com](http://www.icpds.com). An application that satisfies the information requirements in the Eligibility Checklist and Required Permitting Documentation, as determined by ICPDS staff, shall be received and deemed complete. All forms listed in this Chapter shall be considered required with a SRR-SES application, as listed in Form S100. In order to be accepted, all forms and construction documents (e.g. plans, etc.) shall be clear and have legible information, as determined by the building official.

#### § 93205.01 ELIGIBILITY CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION

The "Eligibility Checklist and Required Permitting Documentation" form (S100) is required with any SRR-SES building permit application that will be expedited and shall be used to determine eligibility; the S100 form also lists all the required forms for a complete application. The new form shall be adopted as §93205.01 of the Administrative Permit Streamline Ordinance.

#### § 93205.02 STREAMLINE PRE-APPROVALS

The "Streamline Pre-Approval" form (S200) is required with any SRR-SES building permit application that will be expedited. The form shall be used to obtain approvals from County or City Planning Division for zoning and approval from the local fire authority prior to submitting an application for a building permit, in an effort to achieve an expedited, streamlined building permit process. The new form shall be adopted as §93205.02 of the Administrative Permit Streamline Ordinance.

#### § 93205.03 PERMIT APPLICATION

The general ICPDS "Permit Application" form shall be used to apply for a SRR-SES building permit. Application shall be completely filled out as required by form S100.

#### § 93205.04 OWNER'S ACKNOWLEDGEMENT

The general ICPDS "Property Owner Acknowledgement of Submitted Application for Building Permit" form shall be used and shall be completely filled out.

#### § 93205.06 SITE PLAN

Two (2) hard copies of the site plan shall be required if the application is submitted in person or by mail. If the application is submitted electronically, an electronic version of the site plan shall be allowed.

The following types of site plans shall be accepted:

1. General ICPDS "Site Plan" form; or
2. Professionally drafted plans

All site plans must, at a minimum, include the following:

1. Show the Property Lines
2. Show the location of all existing and proposed structures, both above and below ground
3. Show the north orientation
4. Show the scale of the drawing
5. Show all dimensions of the structures
6. Show all distances from property line(s) to structures
7. Show distances between structures
8. Show adjacent streets and all entrances to property
9. Show roof layout, area covered by proposed solar panels or collectors and maintenance space around them.

**§ 93205.07 ELECTRICAL, PLUMBING AND STRUCTURAL PLANS**

Electrical plans shall be prepared by a California Registered Design Professional (i.e. electrical engineer) or a California Licensed Contractor with a C-46 or C-10 license classification. Electrical plans must include the engineer's stamp with license number and signature or the contractor's license number and signature.

Plumbing plans shall be prepared by a California Registered Design Professional (i.e. mechanical engineer) or a California Licensed Contractor with a C-46 or C-36 license classification. Plumbing plans must include the engineer's stamp with license number and signature or the contractor's license number and signature.

Structural plans shall be prepared by a California Registered Design Professional (i.e. civil or structural engineer or architect). Structural plans must include the engineer's stamp with license number and signature or the contractor's license number and signature.

Two (2) hard copies of all plans shall be required if the application is submitted in person or by mail. If the application is submitted electronically, an electronic version of plans shall be allowed, with the verification of the engineer's stamp and signature prior to the application being deemed complete. However, if the engineer's stamp and signature cannot be verified, the application shall be deemed "incomplete" and rejected.

Plans must include the company or firm's address, phone, email and fax and the Design Professional or Contractor's direct phone and email. Plans must include a date blocks on each sheet indicating when the sheet was drafted and shall include a title sheet with the following information:

- Owner's name
- Site address and assessor's parcel number
- List of design professionals and/or contractors and license numbers for each
- All relevant State and local codes and ordinances
- Detailed scope of work
- Sheet index
- Vicinity/location map with north orientation—covering at least a two-block area
- The following note must be on the title sheet: "All or equal substitutions must be submitted to and approved by the Imperial County Building Official prior to the installation of the item"

The required plans and minimum information for each type of system shall be as follows:

**PV systems:**

1. Electrical Plans
  - a. Location, size, AC rating of main service or utility disconnect
  - b. Total number of modules, number of modules per string and total number of strings
  - c. Make and model of inverter(s) and/or combiner box if used
  - d. One-line and three-line diagram of the system
  - e. Specify grounding/bonding, conductor type and size and insulation rating, conduit type and size and number of conductors in each section of conduit

- f. If batteries are to be installed, include them in the diagram and show their locations and venting
  - g. Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners, wind generators, wire, panel boards, and micro-inverters
  - h. Listing and Labeling of equipment as required by CEC, Sections 690 and 705
  - i. Site Diagram showing the arrangement of panels on the roof
  - j. Electrical load calculations, including complete breakdowns showing all factors as determined using local geographical weather data
  - k. Documentation showing the manufacture, equipment specifications, and the manufacture's installation instructions for all proposed equipment and materials
  - l. Certification reports
2. Structural Plans
- a. The type of roof covering and the number of roof coverings installed
  - b. Type of roof framing, size of members and spacing
  - c. Weight of panels, support locations and method of attachment
  - d. Framing plan and details for any work necessary to strengthen the existing roof structure
  - e. Stamped site-specific structural calculations and structural analysis by a registered design professional
  - f. Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof and product evaluation information or structural design of the rack system

**Thermal systems:**

- 1. Plumbing Plans
  - a. Total number of collectors and area
  - b. Make, model and collector certification number
  - c. System certification number
  - d. Solar storage tank name, model, insulation and capacity
  - e. Heat exchanger make and model (if applicable)
  - f. Specifications of heat transfer fluid (if applicable)
- 2. Roof Plan showing roof layout and solar collectors with attachment details
- 3. System schematic, including major components
- 4. Equipment cut sheets including collectors, controller, storage tank/heat exchanger (if applicable)
- 5. Structural Plan
  - a. The type of roof covering and the number of roof coverings installed
  - b. Type of roof framing, size of members and spacing
  - c. Weight of panels, support locations and method of attachment
  - d. Framing Plan and details for any work necessary to strengthen the existing roof structure
  - e. Site-specific structural calculations
  - f. Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof and product evaluation information or structural design for the rack system

**Thermal Pools**

- 1. Plumbing Plans
  - a. Total number of collectors and area
  - b. Make, model and collector certification number
  - c. Major components
- 2. Roof Plan showing roof layout and solar collectors with attachment details
- 3. Standard one-line plumbing diagram of system showing labeling major components
- 4. Equipment cut sheets including collectors, controller, motorized valve (if applicable)
- 5. Structural Plan
  - a. The type of roof covering and the number of roof coverings installed



- b. Type of roof framing, size of members and spacing
- c. Weight of panels, support locations and method of attachment
- d. Framing Plan and details for any work necessary to strengthen the existing roof structure
- e. Site-specific structural calculations
- f. Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof and product evaluation information or structural design for the rack system

---

THIS SPACE INTENTIONALLY LEFT BLANK

## TITLE 9

### DIVISION 32: ADMINISTRATIVE PERMIT STREAMLINE ORDINANCE

---

#### CHAPTER 6: APPROVED CHECKLIST, FORMS, AND REQUIRED PLANS (EVCS)

§ 93206.00	GENERAL
§ 93206.01	ELIGIBILITY CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION
§ 93206.02	STREAMLINE PRE-APPROVALS
§ 93206.03	PERMIT APPLICATION
§ 93206.04	OWNER'S ACKNOWLEDGEMENT
§ 93206.05	SITE PLAN
§ 93206.06	ELECTRICAL PLANS AND LOAD CALCULATIONS
§ 93206.07	CONSTRUCTION PLANS AND DETAILS

#### § 93206.00 GENERAL

All required forms shall be published on the Imperial County Planning & Development Services Department (ICPDS) website, which is [www.icpds.com](http://www.icpds.com). An application that satisfies the information requirements in the Eligibility Checklist and Required Permitting Documentation, as determined by ICPDS staff, shall be received and deemed complete. All forms listed in this Chapter shall be considered required with an EVCS application, as listed in Form S101. In order to be accepted, all forms and construction documents (e.g. plans, etc.) shall be clear and have legible information, as determined by the building official.

#### § 93206.01 ELIGIBILITY CHECKLIST AND REQUIRED PERMITTING DOCUMENTATION

The "Eligibility Checklist and Required Permitting Documentation" form (S101) is required with any EVCS building permit application that will be expedited and shall be used to determine eligibility; the S101 form also lists all the required forms for a complete application. The new form shall be adopted as §93206.01 of the Administrative Permit Streamline Ordinance.

#### § 93206.02 STREAMLINE PRE-APPROVALS

The "Streamline Pre-Approval" form (S200) is required with any EVCS building permit application that will be expedited. The form shall be used to obtain approvals from County or City Planning Division for zoning and approval from the local fire authority prior to submitting an application for a building permit, in an effort to achieve an expedited, streamlined building permit process. The new form shall be adopted as §93206.02 of the Administrative Permit Streamline Ordinance.

#### § 93206.03 PERMIT APPLICATION

The general ICPDS "Permit Application" form shall be used to apply for an EVCS building permit. Application shall be completely filled out as required by form S101.

#### § 93206.04 OWNER'S ACKNOWLEDGEMENT

The general ICPDS "Property Owner Acknowledgement of Submitted Application for Building Permit" form shall be used and shall be completely filled out.

#### § 93206.05 SITE PLAN

Two (2) hard copies of the site plan with parking plan shall be required if the application is submitted in person or by mail. If the application is submitted electronically, an electronic version of the site plan shall be allowed.

The following types of site plans shall be accepted:

1. General ICPDS "Site Plan" form; or
2. Professionally drafted plans

All site plans must, at a minimum, include the following:

1. Show the Property Lines
2. Show the location of all existing and proposed structures, both above and below ground
3. Show the north orientation
4. Show the scale of the drawing
5. Show all dimensions of the structures
6. Show all distances from property line(s) to structures
7. Show distances between structures
8. Show adjacent streets and all entrances to property
9. Parking Plan: parking layout, EVCS location and dimensions, etc.

**§ 93204.06 ELECTRICAL PLANS AND LOAD CALCULATIONS**

Required electrical plans and documents must include single-line diagram(s) and any pertinent electrical information that will assist ICPDS to determine if the project is consistent to California Electrical Code and to all local, state and federal health and safety laws.

Electrical plans and load calculations shall be prepared by a California licensed electrical engineer or a California certified electrician that will be in charge of the project. Electrical plans must include the engineer's stamp with license number and signature or the electrician certificate number and signature.

Two (2) hard copies of all plans and calculations shall be required if the application is submitted in person or by mail. If the application is submitted electronically, an electronic version of plans shall be allowed, with the verification of the engineer's stamp and signature prior to the application being deemed complete. However, if the engineer's stamp and signature cannot be verified, the application shall be deemed "incomplete" and rejected.

Plans must include the company or firm's address, phone, email and fax and the Design Professional or Contractor's direct phone and email. Plans must include a date blocks on each sheet indicating when the sheet was drafted and shall include a title sheet with the following information:

- Owner's name
- Site address and assessor's parcel number
- List of design professionals and/or contractors and license numbers for each
- All relevant State and local codes and ordinances
- Detailed scope of work
- Sheet index
- Vicinity/location map with north orientation—covering at least a two-block area
- The following note must be on the title sheet: "All or equal substitutions must be submitted to and approved by the Imperial County Building Official prior to the installation of the item"

**§ 93204.07 CONSTRUCTION PLANS AND DETAILS**

Required construction plans and details for the charging station pedestal and any proposed EVCS protection component must include the anchoring system's construction information and any pertinent structural/construction information that will assist ICPDS to determine if the project is consistent to California Building Code and to all local, state and federal health and safety laws.

Construction plans and details shall be prepared by a California licensed engineer that will be in charge of the project. Plans and details must include the engineer's stamp with license number and signature.

Two (2) hard copies of all plans and details shall be required if the application is submitted in person or by mail. If the application is submitted electronically, an electronic version of plans shall be allowed, with the verification of the engineer's stamp and signature prior to the application being deemed complete. However, if the engineer's stamp and signature cannot be verified, the application shall be deemed "incomplete" and rejected.

Plans must include the company or firm's address, phone, email and fax and the Design Professional or Contractor's direct phone and email. Plans must include a date blocks on each sheet indicating when the sheet was drafted and shall include a title sheet with the following information:

- Owner's name
- Site address and assessor's parcel number
- List of design professionals and/or contractors and license numbers for each
- All relevant State and local codes and ordinances
- Detailed scope of work
- Sheet index
- Vicinity/location map with north orientation—covering at least a two-block area
- The following note must be on the title sheet: "All or equal substitutions must be submitted to and approved by the Imperial County Building Official prior to the installation of the item"

---

THIS SPACE INTENTIONALLY LEFT BLANK