



# BUILDING PERMIT SOLAR APPLICATION SUBMITTAL CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Building Department to process your permit application. Additional information and links to the electric forms can be found on our website. [cityofshastalake.org](http://cityofshastalake.org)

1.  COMPLETE AND SIGNED PV SOLAR PERMIT APPLICATION FORM
2.  SITE PLAN
3.  ELECTRICAL PLAN
4.  MOUNTING PLAN
5.  SINGLE LINE DIAGRAM/EQUIPMENT SCHEDULE
6.  WARNING LABEL SHEET
7.  PRODUCT CUT SHEET
8.  COPY OF ELECTRIC UTILITY APPROVAL E-MAIL
9.  IS THERE A PANEL UPGRADE? IF SO, ELECTRIC LOAD FORM
10.  ELECTRONIC COPY OF ALL ITEMS LISTED – Email to [permit@cityofshastalake.org](mailto:permit@cityofshastalake.org)
11.  PLAN CHECK FEE

CITY OF SHASTA LAKE DEVELOPMENT SERVICES DEPARTMENT – BUILDING DEPT.

P.O. Box 777 – 4477 Main Street, Shasta Lake, CA96019 530.275.7430

[permit@cityofshastalake.org](mailto:permit@cityofshastalake.org)



**ELIGIBILITY CHECKLIST FOR EXPEDITED SOLAR PHOTOVOLTAIC  
PERMITTING FOR ONE- AND TWO-FAMILY DWELLINGS**

California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applicants must provide the information requested. Please fill in ALL information completely and legibly.

**GENERAL REQUIREMENTS**

- A System size is 10 kW AC CEC rating or less Y  N
- B The solar array is roof-mounted on one- or two-family dwelling or accessory structure Y  N
- C The solar panel/module arrays will not exceed the maximum legal building height Y  N
- D Solar system is utility interactive and without battery storage Y  N
- E Permit application is completed and attached Y  N
- F Cost Savings Index Calculation page is completed and attached Y  N

**ELECTRICAL REQUIREMENTS**

- A Does this PV system require an electric service panel upgrade Y  N
- B Has the PV Solar project received approval from the electric utility company Y  N

**STRUCTURAL REQUIREMENTS**

- A A completed Structural Criteria and supporting documentation is attached (if required) Y  N

**FIRE SAFETY REQUIREMENTS**

- A Clear access pathways provided Y  N
- B Fire classification solar system is provided Y  N
- C All required markings and labels are provided Y  N
- D A diagram of the roof layout of all panels, modules, clear access pathways and approximate locations of electrical means of disconnect and roof access points is complete and attached Y  N

**Notes:**

- 1 These criteria are intended for expedited solar permitting process
- 2 If any items are checked NO, revise design to fit within Eligibility Checklist, otherwise permit application may go through the standard permit process

**THIS APPLICATION IS NOT A PERMIT. A VALID PERMIT WILL BE ISSUED BY THE BUILDING DIVISION AFTER THE PROJECT HAS BEEN APPROVED, PERMIT FEES HAVE BEEN PAID AND RECEIPT ACKNOWLEDGED.**

The following represents the minimum number of submittals that are normally required to obtain a building permit for a solar photovoltaic system.

Solar / PV System Plan Submittal Requirements	Electric Solar Approval PV Solar System plans, 1 set Electronic copy of plans and all documents – may be submitted by email Plan Check Fee Site plans, 1 set, minimum size 11" x 17" Electrical plan, 1 copy Mounting plan, 1 copy Single line diagram / Equipment schedule, 1 copy Warning Label sheet, 1 copy Product cut sheets, 1 copy
Commercial Projects (Wet signature plans):	Same as Residential
Roof Certification	Engineered Trusses accepted, stagger mounting rails to land on different trusses Non-Truss Roofs may require structural analysis

**BUILDING PERMIT CONDITIONS AND LIMITATIONS  
CITY OF SHASTA LAKE MUNICIPAL CODE TITLE 15  
CALIFORNIA BUILDING CODE, CALIFORNIA CODE OF REGULATIONS TITLE 24**

A – Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee thereof shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. To renew action on a permit after expiration, the permittee shall pay a new full permit fee.

B – Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.

Temporary electrical and gas services will expire and become invalid by expiration and cancellation. The serving utility company will be instructed to remove any meter.

**NOTE: THE PLAN CHECK FEE WILL BE COLLECTED AT THE TIME OF SUBMITTAL.  
REMAINING PERMIT FEES WILL BE COLLECTED AT THE TIME THE BUILDING PERMIT IS ISSUED.**



**City of Shasta Lake**  
 DEVELOPMENT SERVICES, BUILDING DIVISION  
 4477 Main Street, Shasta Lake, CA 96019  
 (530) 275-7430  
[permit@cityofshastalake.org](mailto:permit@cityofshastalake.org)

<b>SOLAR PHOTOVOLTAIC SYSTEM PERMIT APPLICATION</b>		
<b>Project Address:</b>	<b>APN #:</b>	<b>Electric Utility Approval Date:</b>
<b>Project Information:</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	Contract Price: \$
1. <input type="checkbox"/> New Solar PV System <input type="checkbox"/> Solar Modules Only <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Sign 2. <input type="checkbox"/> Roof Mount              Type of Structure: <i>Single Family</i> <i>Two-Family Dwelling</i> <i>Accessory Structure</i> 3. <input type="checkbox"/> Ground Mount		
<b>Property Owner's Name:</b>	Phone:	
Mailing Address:		
<b>Contractor's Name:</b>		
Mailing Address:		
Phone:	City of Shasta Lake Business License Number:	
<b>Architect/Engineer:</b>	License No:	
Mailing Address:		
Phone:		

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with §7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: \_\_\_\_\_ License Number: \_\_\_\_\_ Initials: \_\_\_\_\_

**OWNER / BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (§7031.5, Business and Professions Code).

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (§7044, Business and Professions Code).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (§7044, Business and Professions Code)
- I am exempt under §\_\_\_\_\_ of the Business and Professions Code for this reason: \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury that:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by §3700 of the Labor Code, for the performance of the work for which this permit is issued.
- I have and will maintain workers' compensation insurance, as required by §3700 of the Labor Code for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

***This section need not be completed if the permit is for one hundred dollars (\$100) or less.***

- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in such a manner as to become subject to the worker's compensation laws of California, and I agree that if I should become subject to the worker's compensation provisions of §3700 of the Labor Code, I shall forthwith comply with those provisions.   **Initials:** \_\_\_\_\_

**WARNING: Failure to secure Workers' Compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000) in addition to the cost of compensation, damages as provided for in §3706 of the labor code, interest, and attorney's fees.**

**CONSTRUCTION LENDING AGENCY:**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Civil Code §3097):

Lender's Name: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby certify that I have read this application and state that the above information is correct. I agree to comply with all City ordinances and state laws relating to building construction and hereby authorize representatives of the City of Shasta Lake to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Owner's Agent \_\_\_\_\_ Date \_\_\_\_\_

<b>Date Received:</b>	<b>Plan Check Fee: 65% of Building Permit Fee:</b>	
<b>Received by:</b>	<b>Receipt Number:</b>	

**NOTE: A VALID PERMIT RESULTS WHEN PROJECT HAS BEEN APPROVED, FEES HAVE BEEN PAID AND A BUILDING PERMIT IS ISSUED BY THE BUILDING DIVISION**