



In order to comply with the new AB-2188 Expedited Solar Energy Permit issuance, the procedure is as follows:

- Applicant is to submit the Permit Application and pay the Plan Check Fee (\$199.00) to the Building and Safety Division at City Hall in order to start the process.
- The City is to verify applicant information.
- Once the plan check payment is finalized, the Applicant may proceed to either submit the plans at the counter or directly through electronic plan submittal to the City's Plan Check Consultant (Willdan Engineering) noting the plan check number. See Willdan's instructions:

WILLDAN ENGINEERING has developed an online plan room in conjunction with IDTPLANS to manage our projects for Electronic Plan Review. Please visit the website and register, as this is how we will distribute plans, specs and addenda in the future. You can access the WILLDAN project portal at the following address:

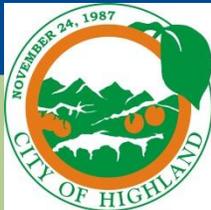
<http://willdan.planreview.org>

(Do not type www.)

Once you visit the website, click the orange Register button to fill out the online registration form. After you submit the form you will receive an activation link in your e-mail. Click this link to activate your registration. You will then receive a second e-mail confirming your acceptance. Once this is completed, you will be able to login and upload your plans and calculations for review. If your pdf. files are large, please break them up by discipline (or appropriate sheets) prior to uploading. If you have any questions, please contact Willdan's office 909-963-0571. Willdan's estimates 1-3 working days for plan check turn-around.

- Once Willdan Engineering has approved the submittal, the applicant shall print out the plans and specifications and bring them into City Hall to pay the Permit Fees prior to permit issuance.

It is the responsibility of the Applicant to submit approved plans on a timely basis to the Building Division for final payment for permit issuance.



Eligibility Checklist for Expedited Solar Photovoltaic Permitting for One- and Two-Family Dwellings

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

ELECTRICAL REQUIREMENTS

- A. No more than four photovoltaic module strings are connected to each Maximum Power Point Tracking (MPPT) input where source circuit fusing is included in the inverter Y N
 - 1) No more than two strings per MPPT input where source circuit fusing is not included Y N
 - 2) Fuses (if needed) are rated to the series fuse rating of the PV module Y N
 - 3) No more than one noninverter-integrated DC combiner is utilized per inverter Y N
- B. For central inverter systems: No more than two inverters are utilized Y N
- C. The PV system is interconnected to a single-phase AC service panel of nominal 120/220 Vac with a bus bar rating of 225 A or less Y N
- D. The PV system is connected to the load side of the utility distribution equipment Y N
- E. A Solar PV Standard Plan and supporting documentation is completed and attached 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 disconnecting means and roof access points is completed 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 standard process.



CONSTRUCTION PERMIT APPLICATION

CITY OF HIGHLAND BUILDING DIVISION
27215 BASE LINE, HIGHLAND, CA 92346
(909) 864-8732

BULLETIN

January 2014

#1 IDENTIFY YOUR BUILDING PROJECT

SITE ADDRESS _____
TRACT _____ LOT NO. _____ ASSESSORS PARCEL NUMBER _____
OWNER NAME _____ PHONE _____ EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
DESCRIPTION OF WORK _____

SQUARE FEET _____ TYPE OF CONSTRUCTION _____ VALUATION _____
OWNER'S AGENT NAME _____ PHONE _____ EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
NOTARIZED LETTER REQUIRED _____ YES _____ NO

CONTRACTOR, ARCHITECT AND ENGINEER INFORMATION

CONTRACTOR _____ PHONE _____ EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
STATE LICENSE NO. _____ LICENSE TYPE _____ EXPIRE DATE _____
CITY LICENSE NO. _____ WORKMAN COMP INS. CO. _____
POLICY NO. _____ EXP. DATE _____ PHONE _____

#2 IDENTIFY WHO WILL PERFORM THE WORK (Complete *either 2a or 2b*)

2a – CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

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

Contractor Name and Address: _____

License Class and No. _____ Contractor Signature _____

2b – OWNER-BUILDER'S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent signature _____ Date _____

#3 IDENTIFY WORKERS' COMPENSTATION COVERAGE AND LENDING AGENCY

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 SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 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 No _____ Expiration Date _____

Name of Agent _____ Tel No _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING 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 (Section 3097, Civil Code).

Lender's Name and Address _____

#4 DECLARATION BY THE CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am () a California licensed contractor or () the property owner* or () authorized to act on the property owner's behalf**.

I have read this construction permit application and the information I have provided is correct.
I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

**requires separate verification form*

California Licensed Contractor, Property Owner* or Authorized Agent**: ***requires separate authorization form*

Signature _____ Date _____

#5 OTHER DECLARATIONS

INDICATE IF THE INTENDED OCCUPNACY WILL USE CHEMICALS, INITIALNG YES ACKNOWLEDGES THAT HEALTH AND SAFETY CODE SECTIONS 25505, 25533, AND 25534 AS WELL AS FILING DIRECTIONS WERE MADE AVAILABLE TO YOU.

HAZARDOUS MATERIALS YES NO

THIS PERMIT/PLAN REVIEW EXPIRES BY TIME LIMITATIONS AND BECOMES NULL AND VOID IF THE WORK AUTHORIZED BY THE PERMIT IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF PERMIT ISSUANCE OR IF THE PERMIT IS NOT OBTAINED WITHIN 180 DAY FROM THE DATE OF PLAN SUBMITTAL. THIS PERMIT EXPIRES AND BECOMMES NULL AND VOID IF ANY WORK AUTHORIZED BY THIS PERMIT IS SUSPENDED OR ABANDONED FOR 180 DAYS OR IF NO PROGRESSIVE WORK HAS BEEN VERIFIED BY A CITY BUILDING INSPECTOR FOR A PERIOD OF 180 CONSECUTIVE DAYS.

CALLS FOR INSPECTION

REQUESTS FOR INSPECTION SHOULD BE MADE AT LEAST ONE BUSINESS DAY IN ADVANCE OF THE INSPECTION BY TELEPHONE AT (909) 864-2136 EXT 228