

**CITY OF ANAHEIM
PLANNING DEPARTMENT
BUILDING DIVISION**

RESIDENTIAL PHOTOVOLTAIC SYSTEM (PV) SELF-CERTIFICATION PROGRAM

The City of Anaheim has implemented an exciting new program for the Self-Certification of new Photovoltaic (PV) systems on single family residences. The program will allow licensed contractors to obtain a permit without going through the standard plan check process, and self-certify the installation without Building Division inspections.

Outlined below are the necessary steps and conditions to participate in this program:

1. Check to see if the project meets the following prerequisites:

- Utility meter panel upgrades must be completed prior to applying for the program, if applicable.
- The PV system shall meet the following criteria:
 - Be installed on a single family residence
 - Be the only system on the residence
 - Have a maximum output of 3.8 kw (A.C)
 - Have a single inverter with a maximum output current of 16 amps or less
 - Be mounted conventionally on the roof
 - Be installed on a roof that does not have an engineered truss roofing system
- The permit must be obtained by a California State licensed C-10 or C-46 contractor with current workers' compensation insurance and a current City of Anaheim Business License.

2. Bring the following completed documentation to Anaheim City Hall, 200 S. Anaheim Blvd, Anaheim, CA 92805, 1st Floor, Building Division for a same day permit:

- Electrical permit application
- Contractor/Property Owner Declaration Form
- Self-Certification Checklist
- Self-Certification Inspection Form - Fill out Section 1 of the form, including signatures from both the electrical engineer and structural/civil engineer
- Two sets of plans (minimum 18" by 24" paper) signed and stamped by a California-licensed electrical engineer, drafted to comply with current adopted California/ City of Anaheim Codes.
 - Structural plans include the total square footage and the weight of the array system and have been signed and stamped by a California-licensed architect or structural/civil engineer

- 3. Have the structural and electrical engineer sign off the completed inspections as you finish the stages of construction listed below:**
 - Final electrical inspection
 - Final building inspection

- 4. Upon completion of the project and inspections, complete and send back the Self-Certification Inspection form by one of the following methods:**
 - In Person: City Hall, 1st Floor, Building Division
 - Mail: Building Division, 200 S. Anaheim Blvd, Suite 145, Anaheim, CA 92805
 - Fax: (714) 765-4607, Attn: Permit Counter Staff
 - Email: pvsolar@anaheim.net

- 5. Upon receipt and approval of the completed Self-Certification form, the Building Division will release the electrical meter to the Public Utilities Department the following working day.**

The City of Anaheim will conduct random quality assurance inspections of the PV Systems permitted under this program to verify the systems are installed correctly. If a PV System is found to not be in compliance with the requirements of this program and the currently adopted California/City of Anaheim codes, the self-certification will be revoked.

If you have any questions regarding this program, please contact us at (714) 765-5153.

**CITY OF ANAHEIM
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BUILDING DIVISION
RESIDENTIAL PHOTOVOLTAIC (PV) SELF CERTIFICATION PROGRAM**

SELF-CERTIFICATION CHECKLIST

Please complete the following questionnaire to make sure you can participate in the program:

Question	Yes	No
1. Is the proposed PV system the first and only electrical solar system installed at this residence?		
2. Is the main utility service 100 amps or larger in size?		
3. Does the proposed PV system connect directly back to the main utility service on the load side of the main breaker?		
4. Is the proposed PV system connected back to the main utility service with a maximum 20 amp breaker (3.84kw)?		
5. Will the wiring associated with the proposed PV System be installed on the exterior of the building only?		
6. Will the proposed PV System panels be installed 8 inches or less and parallel to the plane of the roof?		
7. Will the accessory power equipment be screened from the street?		
8. Do the plans show how new roof penetrations will be weatherproofed and include the square footage and the total weight of the array system?		
9. Are the plans for the proposed PV System prepared and signed and stamped by an electrical engineer licensed in the State of California?		
10. If required, are the structural calculations prepared and signed and stamped by a structural/civil engineer or architect licensed in the State of California?		
11. Does the electrical engineer who designed the PV System state they will verify the electrical installation of the system complies with the currently adopted California/ City of Anaheim codes?		
12. Does the structural/civil engineer or architect that prepared the structural calculations state they will verify the structural installation of the system?		
13. Will a C-10 or C-46 contractor licensed in the State of California apply for this permit under the contractor designation?		
14. Will installation be designed and inspected to ensure compliance with all Anaheim Fire specifications and requirements (Anaheim Municipal Code 16.08.120 and 605.11)?		

If you answered **yes to all 14 questions** above, your project meets the necessary conditions to participate in the residential PV system Self-Certification Program.

Please complete the following steps and bring the documents below with you to City Hall to obtain your permit:

- Complete an Electrical Permit Application
- Have the contractor complete and the homeowner sign the Contractor/Property Owner Declaration
- Bring two sets of plans for the proposed PV System which need to be:
 - On a minimum of 18" by 24" paper
 - Signed and stamped by an electrical engineer licensed in California
 - Structural plans signed and stamped by an structural/civil engineer or architect licensed in California
 - Project specific single line diagram– make sure to include the project address
 - Drafted to comply with the currently adopted California/City of Anaheim Codes.
- Have **both** the electrical engineer and structural/civil engineer or architect complete Section 1 of the Inspection Form

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RESIDENTIAL PHOTOVOLTAIC (PV) SELF CERTIFICATION PROGRAM**

CONTRACTOR/PROPERTY OWNER SELF-CERTIFICATION DECLARATION

This form is to be completed by the **licensed electrical contractor** participating in the City of Anaheim PV System Self-Certification Program.

Contractor's Name (please type or print)	C-10 or C-46 License No.
Contractor's Mailing Address	Phone (required)
Project Address	Fax
Permit No. (to be completed at issuance)	Email

Licensed Contractor

I hereby affirm under penalty of perjury and under the laws of the State of California that I am licensed to perform photovoltaic system work under provisions of Division 8, Title 16, Article 13 of the Business and Professions Code, and my Class C-10 or C-46 license is in full force and effect.

I further affirm that I have reviewed and understand the requirements of the applicable 2007 California Building Code Sections and 2007 California Electrical Code Sections 250, 685, 690, and 705 as adopted in Title 6 and 15 of the Anaheim Municipal Code and that all self-certification reports submitted by me will be based on the code requirements contained therein.

Contractor's Signature	Date
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Property Owner

As the property owner, of the project address noted above, I have read, understand and agree to participate in the PV System Self-Certification Program. I further understand that by participating in this program, my PV system will not be inspected by a City of Anaheim Building Inspector during construction. The PV system may be among those randomly quality checked by the City of Anaheim after construction.

Property Owner's Signature	Date
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Print Name

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RESIDENTIAL PHOTOVOLTAIC (PV) SELF CERTIFICATION PROGRAM**

SELF-CERTIFICATION INSPECTION FORM

1. Complete Section 1 before coming to City Hall to obtain a permit.
2. Complete Section 2 during the final stage of construction.
3. To have the meter released and receive a final permit, return the completed form by:
 - Fax: 714-765-4607, Attn: Permit Counter Staff
 - Mail: Building Division, 200 S. Anaheim Blvd, Suite 145, Anaheim, CA 92805
 - E-mail: pvsolar@anaheim.net
 - Drop Off: City Hall First Floor, Building Division

Section 1

Job Address _____ Building Permit No. (to be completed at issuance) _____

By my signature below, I state I will verify the installation of the proposed PV system at the final stage of construction:

Electrical Engineer Name _____ License No. _____

Electrical Engineer Signature _____ Date _____

Structural/Civil Engineer or Architect Name _____ License No. _____

Structural/Civil Engineer or Architect Signature _____ Date _____

Section 2

Sign and date the items below when each inspection is completed:

Final Electrical Inspection: I certify that I have verified that the PV system has been installed per the plans, my design, and the currently adopted codes and is ready for release.

Electrical Engineer Signature _____ **Date** _____

Final Building Inspection: I certify that I have verified that the PV system has been installed per the plans, my design, and the currently adopted codes and is ready for release.

Structural/Civil Engineer or Architect Signature _____ **Date** _____

Final Fire Inspection: I certify that I have verified that the PV system has been installed per the plans, my design, and the currently adopted codes and is ready for release.

Electrical Engineer Signature _____ **Date** _____

Structural/Civil Engineer or Architect Signature _____ **Date** _____

Office Use Only

Meter Release Approval
Signature _____ **Date** _____

**CITY OF ANAHEIM
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BUILDING DIVISION**

ELECTRICAL PERMIT APPLICATION

DATE: _____

PROJECT ADDRESS: _____

DESCRIBE WORK TO BE DONE: _____

WORK BEING DONE IN CONJUNCTION WITH BUILDING PERMIT #: _____

<p>PRINT YOUR NAME: _____</p> <p>I am the:</p> <p><input type="checkbox"/> Property Owner</p> <p><input type="checkbox"/> Contractor*</p> <p>Employee of*:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Owner <input type="checkbox"/> Contractor</p> <p><i>*Verification of Worker's Comp. Required (including Carrier, Policy # and Expiration Date, Name and Phone Number of Agent)</i></p>	<p>PROPERTY OWNER:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>E-mail: _____</p>
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<p>CONTRACTOR:</p> <p>Co. Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>Phone Number: _____</p> <p>E-mail: _____</p> <p>State License #: _____</p> <p>City License #: _____</p>	<p>WORKER'S COMPENSATION CERTIFICATE:</p> <p>Policy Carrier: _____</p> <p>Policy #: _____</p> <p>Expiration Date: _____</p> <p>Agent Name: _____</p> <p>Agent Phone Number: _____</p> <p align="center"><input type="checkbox"/> Exempt, No Employees</p>
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WRITE QUANTITY In Box Next to the Item(s) To Be Included In Permit.

Minimum Permit Fee	\$136.73
Supplemental Permit Fee	\$34.20
Plan Check Service (per hour)	\$172.39
Zoning Plan Check Fee (Residential)	\$136.00
Zoning Plan Check Fee (Non-Residential)	\$181.10
California Building Standards Commission Fee (for each \$25,000 in valuation)	\$1.00

METER/DISCONNECT SWITCHES	Fee	Quantity	SUB PANELS/ TEMPORARY POWER	Fee	Quantity	Sub Total
Under 600 V, up to 200 amps	\$102.60		Under 600 V, up to 200 amps	\$102.60		
Under 600 V, over 200 amps to 500 amps	\$136.73		Under 600 V, over 200 amps to 500 amps	\$136.73		
Under 600 V, over 500 amps to 1000 amps	\$205.20		Under 600 V, over 500 amps to 1000 amps	\$205.20		
Under 600 V, over 1000 amps	\$410.40		Under 600 V, over 1000 amps	\$410.40		
Over 600 V, over 1000 amps to 2500 amps	\$547.20		Over 600 V, over 1000 amps to 2500 amps	\$547.20		
Over 600 V, over 2500 amps	\$684.00		Over 600 V, over 2500 amps	\$684.00		
			Temp Power pole/pedestal (includes meter)	\$45.60		
			Sub – pole (includes outlets)	\$22.80		

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FIXTURES	Fee	Quantity	FIXTURES	Fee	Quantity	Sub Total
Receptacles, switches, lights – first 20 (each)	\$2.28		Pole light with one fixture	\$11.40		
Receptacles, switches, lights – over 20 (each)	\$1.14		Additional light per pole	\$4.56		
One or two family, new or total rewire per sq. ft.	\$0.18		Private street light	\$22.80		
Multi-family, new or total rewire per sq. ft.	\$0.16		Conduit and conductors – per 50 feet	\$22.80		
Garage/carport, new or total rewire per sq. ft.	\$0.09		Theatrical type lighting fixture	\$4.56		
Plug-in bus way/trolley per 100 ft.	\$22.80		Under floor raceways per 100 ft.	\$22.80		
Apparatus or equipment not listed	\$22.80		Multi-outlet assemblies – each 5' (Commercial)	\$6.84		
EQUIPMENT - MOTORS	Fee	Quantity	GENERATORS/TRANSFORMERS	Fee	Quantity	Sub Total
Factory Wired Appliance- up to 1 h.p. – first 5 (each)	\$34.20		Up to 1 h.p. – up to 1 kva	\$45.60		
Additional Factory Wired Appliance (each)	\$22.80		Over 1 to 10 h.p. – 1 to 75 kva	\$102.60		
Up to 1 h.p.	\$45.60		Over 10 hp – over 75 kva	\$136.73		
Over 1 h.p. to 10 h.p.	\$102.60					
Over 10 h.p.	\$136.73					
TOTAL						

MAXIMUM CREDIT CARD TRANSACTION IS \$2,000

The above schedule covers most common and straight forward permit types. Fees for projects outside of the listed items shall be estimated by the Building Official based on degree of complexity and size. In addition, the Building Official may require a specific amount into a Building Division **Depositor's Trust Fund (DTF)** account in advance of the Building Division processing a request for regulated activities. These projects will be processed in accordance with procedures outlined in **Resolution No. 2008-110**. Where no fee is specified or there is an unusual circumstance, that fee shall be determined by the Building Official and/or as specified in **Resolution 2008-110**.