



City of Long Beach  
Department of Development Services  
Building and Safety Bureau

**Small Residential Rooftop Solar  
Energy Systems  $\leq$  10 kW  
Submittal Requirements**

Information  
Bulletin  
**BU-023**

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This information bulletin is published to guide applicants through a streamlined permitting process for small residential rooftop solar photovoltaic (PV) system projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, fees, and inspection.

## 1. Contact Local Utility Company

Southern California Edison (SCE) is the utility company providing electrical power for the City of Long Beach (City). Applicants are encouraged to take advantage of financial incentives that may be available as part of the California Solar Initiative (visit [www.gosolarcalifornia.org](http://www.gosolarcalifornia.org)). To obtain additional information about current available financial incentives for “Going Solar” and the necessary steps in obtaining SCE approval, please contact SCE or visit their website at [www.sce.com](http://www.sce.com). Conceptual approval from SCE for the proposed solar PV system layout and installation is highly recommended prior to obtaining any necessary permit(s) from the City. However, the issuance of permits and inspection approval by the Building and Safety Bureau is independent of the SCE process.

## 2. Submittal Requirements

The following documents are required for small residential rooftop solar PV system submittals:

- a. City Permits:
  - i. Development Services Permit / Electrical Section
  - ii. Planning Permit / Local Coastal Development (projects within coastal zone)
  - iii. Certificate of Appropriateness (projects in historic districts or historical buildings)
- b. Express Eligibility Checklist – Complete this document to determine eligibility for this service.
- c. Two sets of completed electrical plans shall be submitted that includes the following:
  - *Locations of main service or utility disconnect*
  - *Total number of modules, number of modules per string and the total number of strings*
  - *Make and model of inverter(s) and/or combiner box if used*
  - *One-line diagram of the system*
  - *Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit*
  - *If batteries are to be installed, include them in the diagram and show their locations and venting*

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This information is available in an alternative format by request at (562) 570-3807. For an electronic version of this document, please visit our website at [www.lbds.info](http://www.lbds.info).

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- *Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators*
- *Labeling of equipment as required by CEC, Sections 690 and 705*
- *Site diagram showing the arrangement of panels on the roof, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)*

If a custom electrical plan is not provided, applicant may submit one of two standard electrical plans (Central/String Inverter Systems or Microinverter & ACM Systems). Please visit our website at <http://www.lbds.info/solarpermits> for additional information.

- d. A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of clear access pathways, PV system fire classification and the locations of all required labels and markings shall be provided. Examples of clear access pathways are available in the State Fire Marshal Solar PV Installation Guide available at <http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e. For items marked “No” on the Express Eligibility Checklist, provide a structural plan and calculations stamped and signed by a California-licensed civil or structural engineer showing the information along with the following information:
  - The type of roof covering and the number of roof coverings installed.
  - Type of roof framing, size of members and spacing
  - Weight of panels, support locations and method of attachment
  - Framing plan and details for any work necessary to strengthen the existing roof structure
  - Site-specific structural calculations
  - 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 or ground and product evaluation information or structural design for the rack system

The City permits and Express Eligibility Checklist can be obtained and submitted from our website at <http://www.lbds.info/solarpermits>. Applicant will be notified when to come to the Long Beach Development Permit Center, located at Long Beach City Hall, 333 West Ocean Boulevard, 4<sup>th</sup> Floor, Long Beach, CA, to complete the permit process. In addition, completed applications can be submitted in person to the Long Beach Development Permit Center, via email to “DV-BuildingSafety@longbeach.gov,” or by facsimile to (562) 570-6753.

### 3. Plan Review

Planning review is not required for solar PV installations of this size unless the project is located in the coastal zone or in a historic district/building.

Permit applications and construction documents, including those utilizing the standard plans, may be reviewed, and subsequently approved on the same day. Permits not approved on the same day can be submitted for regular plan check.

#### **4. Permit & Fees**

An “Electrical Permit” shall be issued for small residential rooftop solar PV systems. The total permit fee, including all applicable surcharges and filing fees, is \$289.07 and shall be collected at the time of permit issuance. This fee covers all required plan review and inspection services. Additional fees may apply if the project is located within a Coastal Zone or Historic District/Building.

#### **5. Inspections**

Once the permit for the small residential rooftop solar PV system has been issued and the system has been installed, it must be inspected to verify conformance to the Eligibility Checklist and the approved construction documents and that all systems meet minimum code requirements. Please have the approved checklist, construction documents, and the job inspection card at the site for the inspection. Access is required to all elements of the installation at the time of the requested inspection. All ladders necessary to conduct the inspection must be OSHA compliant and set up in conformance with prescribed safety requirements. Approval will be granted upon final inspection of the solar energy system.

#### **REFERENCE/CONTACT INFORMATION**

For additional information regarding this permitting process, how to complete any of the required documents, or to obtain general information regarding small residential rooftop PV systems, please visit our website at <http://www.lbds.info/solarpermits> or contact the Long Beach Development Permit Center at (562) 570-5237 or Main Planning Line at (562) 570-6194.