



**SUBMITTAL OF AN ON-LINE RENEWABLE ENERGY APPLICATION FOR A BUILDING PERMIT DOES NOT CONSTITUTE ISSUANCE OF A BUILDING PERMIT AND DOES NOT GUARANTEE A BUILDING PERMIT WILL BE ISSUED**

**1 ONLINE RENEWABLE ENERGY PERMIT APPLICATIONS**

**1.1 Overview**

An electronic PMTN- Renewable Energy permit application can be started after the Applicant has received confirmation of registration through CSS and clearance from Matt Varvel (Building Inspector/Plans examiner) to process their photovoltaic permits electronically.

**1.2 Online Application Process**

**Step 1:** Pre-approved applicants register for Citizens Self Service (CSS) Portal Access, [https://energov.sloplanning.org/EnerGov\\_Prod/SelfService#/home](https://energov.sloplanning.org/EnerGov_Prod/SelfService#/home)

**Step 2:** Applicant starts application process online by selecting the word “Apply” in the top menu bar. Applicant completes and uploads the electronic permit Application/Disclosure Agreement package. Then uploads the plans, cutsheets and pays the initial deposit online using a credit or debit card.

**Step 3:** When starting a permit please select the appropriate classification from the list below. (If submitting a project with multiple classifications use MISC. (\*Except if Using PV & Service Panel Upgrade))

Permit Type:

- PMTN: Energy Storage System, Non-Residential
- PMTN: Energy Storage System, Residential
- PMTN: EV Charging System, Non-Residential
- PMTN: EV Charging System, Residential
- PMTN: Ground-Mounted, Non-Residential
- PMTN: Ground-Mounted, Residential
- PMTN: \*Renewable Energy Misc., Non-Residential
- PMTN: \*Renewable Energy Misc., Residential
- PMTN: Roof-Mounted, Non-Residential
- PMTN: Roof-Mounted, Residential
- PMTN: Solar Pool Heater, Non-Residential
- PMTN: Solar Pool Heater, Residential
- PMTN: Wind Energy System, Non-Residential
- PMTN: Wind Energy System, Residential

**Step 4:** Enter a project description using the permit classification chosen from the list above.

- **For example:** *ROOF MOUNT XX KW PHOTOVOLTAIC SYSTEM.*

Complete custom fields for project, and attach required plans using the naming conventions listed below.

### **1.2.1 Plan & Document Attachments File Naming Conventions**

**NOTE:** The plans must be organized into individual disciplines/files noted below before uploading. ***Plans will be rejected by staff if not submitted using these discipline labels!***

#### **1.2.1.1 RESIDENTIAL SOLAR PROJECTS:**

- 12 W- Photovoltaic Plans
- 14 Z- Manuals/Installation Instructions/Cut sheets

#### **1.2.1.2 NON-RESIDENTIAL SOLAR PROJECTS:**

- G- General (*should include Conditions of Approval from land use permits, site plan*)
- C- Civil (*If there is grading*)
- 04 S- Structural (*Foundation /Racking for ground mount. Mounting details for Roof mounted systems.*)
- 08 F- Fire Safety Plan (*Fire Fighter Access pathways per CBC3111*)
- E- Electrical (*Site electrical*)
- W Photovoltaic (*Single line diagram*)
- 14 Z- Manuals/Installation Instructions/Cut sheets

##### **1.2.1.2.1 Additional documentation to be included (Documentation), as applicable:**

- Fire Review Plan (*if applicant already has a fire letter*)
- Project Manuals
- Soils investigation and/or Geotechnical Engineering Report Registered Design Professional Statement (*commercial projects*) Structural Calculations
- Other applicable documents (*Name of document*)

**PLANS MUST HAVE A BLANK 2”H X 3”W RECTANGLE ON THE LOWER RIGHT CORNER OF EVERY PAGE (IN THE SAME LOCATION) FOR COUNTY STAMP OF APPROVAL.**

**Step 5:** Pay the required fees and then submit the permit application.

### 1.3 Permit Processing

**Step 6:** Planning and Building Staff will review the plans and application for completeness. If deemed complete, the project will begin the intake and plan review process. If the plans or application is deemed incomplete, the Plans Examiner will notify the Applicant and the application will be rejected.

**Step 7:** When all applicable departments have completed the initial review, the Land Use Tech will email the Applicant the corrections, conditions and final fee payment.

**Step 8:** After the Applicant has corrected the plans, the documents will need be uploaded to CSS with the same name as noted above but with the added wording of “**REV\_ [DATE]**” at the end of the document name.

**Step 9:** The Plans Examiner will review the plans, if approved the Land Use Tech will verify all conditions have been addressed and notify the Applicant the permit is ready to be issued.

#### PLEASE NOTE:

- Please use the **Construction Permit Application for Renewable Energy** and attach a copy to the permit.
- Initial deposit does not constitute total building permit fees. A Land Use Tech and Plans Examiner will calculate the permit fees. The deposit will be applied against the total permit fees, and the balance of the fees will be given at the time of correction notification.
- If the applicant has any questions, please contact:

**Matt Varvel: 805-781-1536**

**Sylvia Aldana: 805-781-4671**

**Elizabeth Trott: 805-781-1558**