



RESIDENTIAL SOLAR PERMITTING SUBMITTAL GUIDELINES

Building Department

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PLEASE REFER TO THESE SUBMITTAL GUIDELINES FOR RESIDENTIAL SOLAR SYSTEM PERMIT SUBMITTALS

The City of Lathrop encourages the installation of Solar Systems through standardized Solar Permitting Guidelines and Processes. All Solar Systems regardless of kW size need to be permitted. Please refer to the Table of Contents below to navigate to the applicable area for your Solar project.

All submittals must comply with, and reference, the current California Building Codes, including the current California Residential Code (CRC), current California Fire Code (CFC), current California Electrical Code (CEC), current California Mechanical Code (CMC), current California Plumbing Code (CPC), current California Energy Code (CEC), current California Green Building Code (CALGreen), and Lathrop Municipal Code.

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RESIDENTIAL SOLAR PERMITTING SUBMITTAL GUIDELINES

SolarAPP+ Submittals (10kW PV Systems or Less)

General Submittal Requirements:

SolarAPP+ is a collaborative effort between the National Renewable Energy Laboratory (NREL), local governments, and the solar industry to encourage the use of solar energy and streamline the permitting process. SolarAPP+ provides an automated code-compliance review for most residential rooftop photovoltaic (PV) projects. With the launch of this system, eligible PV projects and combined PV / Energy Storage System (ESS) projects can bypass the standard plan review process.

This process is limited to Licensed Contractors. Applicants without a California State License Board license must apply through the Guidelines Non Applicable to SolarAPP+. Currently, this process also limits PV system sizes 10kW and below, before accounting for an ESS.

Homes located in River Islands will have extra necessary steps for their project's approval with Lathrop Irrigation District (LID), the Utility District in River Islands. Please follow Step II of the Electronic Submittal Guidelines below.

SolarAPP+ Eligibility:

Please review the eligibility requirements below before proceeding with this Submittal Process.

The current process allows for SolarAPP+ projects that meet the following criteria:

- Single-Family Residential
- Roof-Mounted System
- New Solar System (no upgrade or additions)
- PV systems 10kW or less
- ESS 38.4kW or less
- Electrical Service 400A or less
- Service to contain a 225A Service Disconnect Switch
- Service to contain 225A Busbars

SolarAPP+ currently does not accommodate projects that include the following, and must be submitted through the Standard Process:

- Standalone Energy Storage System
- Ground-Mounted System
- Building Integration
- Electrical Service Panel Upgrades
- Non Single-Family Residential (i.e., Multi-Family, Commercial)

If any project components exceed the above-specified thresholds, the project is ineligible for the SolarAPP+ Submittal Process and must follow the proceeding section.

If you have any other questions regarding SolarAPP+ please visit our [SolarAPP+ page](#) on the City Website, or visit the [SolarAPP+ Website](#) and navigate to the [FAQs](#).



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Electronic Submittal Guidelines:

All submittals must follow these instructions; or your submittal may be rejected:

I. SolarAPP+ Instructions:

1. Register with [SolarAPP+](#) (Licensed Contractor's Only)
 - a. Have Contractor State License Board (CLSB) License Information readily available for input.
2. Once Approved, Log In and Submit for Solar/PV Designs through SolarAPP+.
 - a. You will be asked a series of questions that you must answer correctly pertaining to your project scope.
3. There is a \$25 Processing Fee, paid to SolarAPP+ directly for the automated review service.
4. If Approved, Approved Documents and Uploads will be available for download.
 - a. You will receive 3 items necessary for Permit Submittals to the City:
 - Approval Document
 - Approval Upload
 - SolarAPP+ Approval ID

II. Lathrop Irrigation District Instructions (For Homes Located in River Islands Only):

1. Homes located in River Islands will need a concurrent review with Lathrop Irrigation District prior to Installation and Field Inspection
 - a. Follow the [Submittal Process](#) outlined in the [Lathrop Irrigation District](#) website.
 - b. LID will require Plans for their Review

III. Permit Application Instructions:

1. Contractors should be utilizing our [ePermits Contractor Access Portal](#) to Submit for Permit Application
 - a. An Active City of Lathrop Business License is required to pull permits and log into ePermits Portal.
2. Follow our [General Submittal Guidelines](#) to apply for the Permit using ePermits.
 - a. Required Documents include:
 - Permit Application
 - Approval Document
 - Approval Upload
 - b. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.
3. Apply for a **.RESIDENTIAL- New Solar System SOLARAPP+** Permit Type.
 - a. SolarAPP+ Approval ID is a required field to ensure the Approved SolarAPP+ Project can be identified.
 - b. Enter the Total Kilowattage (kW) of the Total System Size, including PV and ESS / Batteries.
4. Notify the Building Department of the SolarAPP+ Solar Permit Submittal through our [Submittal / Resubmittal / Payment Notification Form](#).
5. Once notified and processed, The Building Department will send a Permit Fee Invoice via Email.
6. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
7. The Building Department will Issue the Permit and send the Permit for Signature via Email.
8. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.



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SolarAPP+ Revision Guidelines:

All SolarAPP+ Revisions must follow these instructions; or your Revision may be rejected:

SolarAPP+ allows up to 3 project revisions free of charge, and contractors must pay an additional \$25 for the fourth Revision and each Revision thereafter. SolarAPP+ is able to process any revisions as long as the new project design still adheres to the Eligibility Requirements. When submitting these Revisions to the City, an Additional Administration Fee will be collected when processing in the revised submittal.

If the scope of the Revision makes the project ineligible for use of SolarAPP+, please contact the Building Department to coordinate the Revision Submittal Process.

All Revisions will need to be accounted for and submitted to the Building Department before Inspections can be called. If there is a discrepancy in the SolarAPP+ Approval ID # in the field, a Reinspection Fee will be charged and the Inspection will Fail, and need to be recalled again after fee payment.

I. SolarAPP+ Revision Instructions:

1. Submit Revisions through SolarAPP+.
2. SolarAPP+ will provide a Revised Approval Document with a Revised Approval ID #.
3. After Revised Approvals are received, navigate to the ePermits Portal.
4. Find the originally issued SolarAPP+ Solar Permit
5. Follow our [General Submittal Guidelines](#) to submit for the Permit Revision
 - a. Required Documents include:
 - Permit Resubmittal Form
 - Provide the Revised SolarAPP+ Approval ID #
 - Revised Approval Document
 - Revised Approval Upload (if Applicable)
6. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.
7. Notify the Building Department of the SolarAPP+ Solar Permit Revision through our [Submittal / Resubmittal / Payment Notification Form](#).
8. Once notified and processed, The Building Department will send an Additional Administration Fee Invoice for processing the Revision, via Email.
9. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
10. The Building Department will Issue the Revised Permit Documentation via Email.
11. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.
12. Be sure to replace any documentation in the field to provide Inspectors with the most current version of Approved Documentation.



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Inspection Guidelines:

All SolarAPP+ Permit Inspections must follow these instructions, or your Inspection may Fail:

SolarAPP+ Permit Inspections differ from non-plan reviewed Solar projects. Please follow closely the Instructions below before calling for Final Inspection. Failure to comply with these Instructions may result in Reinspection Fees and Failed Inspections.

I. Pre-Inspection Instructions:

1. Before calling for Final Inspection, several items must be uploaded to the Permit in ePermits for Inspector Review:
 - a. Photos of the following should be uploaded to the Documents Section of the Permit, and file names must be clearly labeled:
 - Location of Racking
 - Location of Setbacks with Panels
 - Location of Junction Box
 - Location of Bond
 - Location of Inverter
 - Location of Subpanels and Equipment
 - Location of Connect and Main Breaker
 - Location of Ground Connection
 - Location of Placards
 - b. Upload a Completed [Smoke and Carbon Monoxide Requirement Form](#).
2. After all conditions are met, schedule a Final Inspection with the Building Department in ePermits
 - a. For homes in River Islands, an Inspection must also be scheduled with the Lathrop Irrigation District (LID).

II. On-Site Inspection Instructions:

1. A Solar Contractor Representative must be present at the Final Inspection.
2. Have the following items ready for Inspectors at the Job Site:
 - a. Required Items include:
 - Printed Checklist pages of the SolarAPP+ Approval Document with a legible QR Code
 - Inspectors will scan the QR Code and verify that the current set of Approval Documents are the latest version, matching the Approval ID to the Job Card
 - A Set of Printed Solar Plans



RESIDENTIAL SOLAR PERMITTING SUBMITTAL GUIDELINES

Solar Systems (N/A to SolarAPP+, Over 10kW, or Owner-Builder)

General Submittal Requirements:

These Requirements apply to any Solar Systems that do not qualify for the streamlined process with SolarAPP+. These include projects that do not fit the eligibility requirements, any solar system over 10kW, or any project being pulled by a property owner, using the Owner-Builder method. These submittals will go through a standard review cycle of plan check, rather than automated reviews. Note that the Fire Department will also review these submittals and plan check review cycle times may vary.

Solar Systems with a PV under 10kW, that is not eligible for SolarAPP+ will continue to follow the Solar Rights Act, and shall have a Building Plan Review timeframe of 1-3 business days.

Solar Systems with a PV over 10kW will follow the Current Cycle Times for Building Plan Review with a timeframe of up to 10 business days for 1st review.

Batteries and Energy Storage Systems should to be included in the submission of Solar System Permit Applications, and the Total Kilowattage of both PV and the ESS must be inputted when submitting. Electrical Service Panel upgrades will require separate Electrical Permits to be pulled and cannot be part of the scope of work for Solar System submittals.

Electronic Submittal Guidelines:

All submittals must follow these instructions; or your submittal may be rejected:

I. Lathrop Irrigation District Instructions (For Homes Located in River Islands Only):

1. Homes located in River Islands will need a concurrent review with Lathrop Irrigation District prior to Installation and Field Inspection
 - a. Follow the [Submittal Process](#) outlined in the [Lathrop Irrigation District](#) website.
 - b. LID will require Plans for their Review

II. Permit Application Instructions:

1. Contractors should be utilizing our [ePermits Contractor Access Portal](#) to Submit for Permit Application
 - a. An Active City of Lathrop Business License is required to pull permits and log into ePermits Portal.
2. Property Owners can Request for Permit in the ePermits Portal but will not be able to access the permit after Application
3. Follow our [General Submittal Guidelines](#) to apply for the Permit using ePermits or Dropbox.
 - a. Required Documents include:
 - Permit Application
 - Solar System Plans, which include:
 - Roof Plan and PV Array Layout
 - Single Line Electrical Diagram
 - Location of Battery(s), if applicable
 - Placard and Labels Plan Sheets
 - Structural Engineer's Stamp for Mounting Details



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- Structural Calculations
- Manufacturer's Cutsheets for all Components, where applicable and not limited to:
 - Battery / Energy Storage Systems
 - Racking
 - Shutdown Device
 - PV Panels
- b. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.
- 4. Apply for a **.RESIDENTIAL- New Solar System** Permit Type.
 - a. Enter the Total Kilowattage (kW) of the Total System Size, including PV and ESS / Batteries.
 - b. Include all required documents noted above
- 5. Plan Check Fees will be available for payment on ePermits once Permit Application is submitted. Payment for these at the time of submittal will allow for swifter processing.
 - a. If applying through Dropbox, the Building Department will email an Invoice for Plan Check Fees once processed in.
- 6. Notify the Building Department of the Solar Permit Submittal / Payment through our [Submittal / Resubmittal / Payment Notification Form](#).
- 7. Once notified and processed, the Building Department will route the submittal to the appropriate Departments for review
 - a. Building Department
 - b. Fire Department
- 8. Please allow for the standard review time cycle to pass before contacting with status inquiries.

III. Plan Review & Resubmittal Instructions:

1. The Streamlined Solar Permitting Process does not apply to PV Systems over 10kW, so the [Current Cycle Times for Building Permit/Plan Review](#) will apply.
2. Plan Reviews will be assigned to both Building and Fire Departments
 - a. Note that the Fire Department has separate Fire Plan Review Fees that must be paid before issuance
3. If comments are received and Resubmittals are required, please follow the [General Submittal Guidelines](#) to correctly resubmit.
4. Notify the Building Department of the Solar Permit Resubmittal through our [Submittal / Resubmittal / Payment Notification Form](#).
5. Once notified and processed, the Building Department will route the resubmittal to the reviewers

IV. Issuance and Inspection Instructions:

1. Once approved by both Departments, The Building Department will send a Final Permit Fee Invoice via Email, and will get the plans ready for Processing and Final Stamps.
2. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
3. The Building Department will Issue the Permit and send the Permit for Signature via Email once all above items are completed.
4. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.
5. Final Inspection will need to be called once the Solar System is installed and ready to be energized.
 - a. For homes in River Islands, an Inspection must also be scheduled with the Lathrop Irrigation District (LID).



RESIDENTIAL SOLAR PERMITTING SUBMITTAL GUIDELINES

Revision Guidelines:

All Permit Revisions must follow these instructions; or your Revision may be rejected:

Permit Revisions to Solar Systems will need to be accounted for and submitted to the Building Department before Inspections can be called. If there is a discrepancy in the field, a Reinspection Fee will be charged and the Inspection will Fail, and need to be recalled again after fee payment.

Revisions may include the need to update panel layouts, disconnects and existing equipment. If the scope for the project changes to including new panels, addition of components, or main service panel upgrades, these are not allowed to be submitted as revisions, and additional permits must be applied for.

I. Permit Revision Instructions:

1. Follow our [General Submittal Guidelines](#) to submit for the Permit Revision
 - a. Required Documents include:
 - Permit Resubmittal Form
 - Revised Plans
 - Revised Structural Calcs (if Applicable)
2. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.
3. Notify the Building Department of the Permit Revision through our [Submittal / Resubmittal / Payment Notification Form](#).
4. Once notified and processed, The Building Department will send an Additional Review Fee Invoice for processing the Revision, via Email.
5. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
6. The Building Department will route the Revision back into Plan Review with all Departments necessary.
7. When Revisions are Approved, The Building Department will send over the Revised Stamped Plans
 - a. If Permit / Job Card changes are necessary, the Building Department will send an email for Permit Signature on the Revised Permit
 - b. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.
8. Be sure to replace any documentation in the field to provide Inspectors with the most current version of Approved Documentation.



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Standalone Energy Storage Systems / Batteries

General Submittal Requirements:

These Requirements apply to any Standalone Energy Storage Systems, Batteries, or other Components that do not apply to any of the preceding Guidelines.

Energy Storage Systems, Batteries, etc. that are added after a PV Solar project has been completed must be submitted to the Building Department for review and approval prior to installation. Plans submitted must include the existing PV system and components installed, as well as the new connection of the E.S.S. to the Main Panel via a Single Line Electrical Diagram.

Electronic Submittal Guidelines:

All submittals must follow these instructions; or your submittal may be rejected:

I. Permit Application Instructions:

1. Contractors should be utilizing our [ePermits Contractor Access Portal](#) to Submit for Permit Application
 - a. An Active City of Lathrop Business License is required to pull permits and log into ePermits Portal.
2. Property Owners can Request for Permit in the ePermits Portal but will not be able to access the permit after Application
3. Follow our [General Submittal Guidelines](#) to apply for the Permit using ePermits or Dropbox.
 - a. Required Documents include:
 - Permit Application
 - Solar System Addition Plans, which include:
 - Existing Roof Plan and PV Array Layout
 - Existing and Proposed Single Line Electrical Diagram
 - Location of Battery(s)
 - Placard and Labels Plan Sheets
 - Structural Engineer's Stamp for Mounting Details (if Applicable)
 - Structural Calculations (if Applicable)
 - Manufacturer's Cutsheets for all Components
 - b. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.
4. Apply for a **.RESIDENTIAL-ESS** Permit Type.
 - a. Enter the Total Kilowattage (kW) of the Total Added System Size, including any and all ESS / Batteries.
 - b. Include all required documents noted above
5. Plan Check Fees will be available for payment on ePermits once Permit Application is submitted. Payment for these at the time of submittal will allow for swifter processing.
 - a. If applying through Dropbox, the Building Department will email an Invoice for Plan Check Fees once processed in.
6. Notify the Building Department of the Permit Submittal / Payment through our [Submittal / Resubmittal / Payment Notification Form](#).
7. Once notified and processed, the Building Department will route the submittal to the appropriate



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Departments for review

- a. Building Department
 - b. Fire Department
8. Please allow for the standard review time cycle to pass before contacting with status inquiries.

II. Plan Review & Resubmittal Instructions:

1. The Streamlined Solar Permitting Process does not apply to Standalone Batteries, so the [Current Cycle Times for Building Permit/Plan Review](#) will apply.
2. Plan Reviews will be assigned to both Building and Fire Departments
 - a. Note that the Fire Department has separate Fire Plan Review Fees that must be paid before issuance
3. If comments are received and Resubmittals are required, please follow the [General Submittal Guidelines](#) to correctly resubmit.
4. Notify the Building Department of the Permit Resubmittal through our [Submittal / Resubmittal / Payment Notification Form](#).
5. Once notified and processed, the Building Department will route the resubmittal to the reviewers

III. Issuance and Inspection Instructions:

1. Once approved by both Departments, The Building Department will send a Final Permit Fee Invoice via Email, and will get the plans ready for Processing and Final Stamps.
2. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
3. The Building Department will Issue the Permit and send the Permit for Signature via Email once all above items are completed.
4. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.
5. Final Inspection will need to be called once the Solar System is installed and ready to be energized.
 - a. For homes in River Islands, an Inspection must also be scheduled with the Lathrop Irrigation District (LID).

Revision Guidelines:

All Permit Revisions must follow these instructions; or your Revision may be rejected:

Permit Revisions to Solar Systems will need to be accounted for and submitted to the Building Department before Inspections can be called. If there is a discrepancy in the field, a Reinspection Fee will be charged and the Inspection will Fail, and need to be recalled again after fee payment.

Revisions may include the need to update proposed equipment location. If the scope for the project changes to addition of components, or main service panel upgrades, these are not allowed to be submitted as revisions, and additional permits must be applied for.

I. Permit Revision Instructions:

1. Follow our [General Submittal Guidelines](#) to submit for the Permit Revision
 - a. Required Documents include:
 - Permit Resubmittal Form
 - Revised Plans
 - Revised Structural Calcs (if Applicable)
2. Follow our Required Document Naming Convention (i.e. PC1_Permit Application, PC1_Approval Document). Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.



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3. Notify the Building Department of the Permit Revision through our [Submittal / Resubmittal / Payment Notification Form](#).
4. Once notified and processed, The Building Department will send an Additional Review Fee Invoice for processing the Revision, via Email.
5. After payment has been processed, please use the [Submittal / Resubmittal / Payment Notification Form](#) to notify the Building Department of payment.
6. The Building Department will route the Revision back into Plan Review with all Departments necessary.
7. When Revisions are Approved, The Building Department will send over the Revised Stamped Plans
 - a. If Permit / Job Card changes are necessary, the Building Department will send an email for Permit Signature on the Revised Permit
 - b. Return the Signed Permit via Email and the Complete Permit Package will be sent via Email.
8. Be sure to replace any documentation in the field to provide Inspectors with the most current version of Approved Documentation.