



# RESIDENTIAL SOLAR PERMITTING SUBMITTAL GUIDELINES

City of Lathrop  
Building Department

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

**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 appropriate area for your Solar Project.

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

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## SOLARAPP+ SUBMITTALS (PV SYSTEMS UP TO 38.4 kW)

### 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. 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 (CSLB) License must apply through the Guidelines Non-Applicable to SolarAPP+. In accordance with SB 379 requirements, City of Lathrop utilizes SolarAPP+ to automatically plan review Residential PV Systems up to 38.4 kW, and Residential ESS accompanying PV up to 20 kwh per battery.

**Homes located in RIVER ISLANDS will have additional required steps for approval with Lathrop Irrigation District (LID), the Utility District in River Islands. Please follow Step 2 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 38.4 kW or less
- ESS 80 kwh aggregate capacity (depending on the location of batteries), with a 20 kwh or less limit for each battery
- Electrical Service Rating of 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)
- Systems installed by Homeowners

If any project components exceed the above-specified thresholds, the project is ineligible for the SolarAPP+ Submittal Process and must follow the next Section of these Guidelines, Solar Systems (N/A to SolarAPP+, Ground Mount, or Owner-Builder).

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 [Help Center](#).



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## ELECTRONIC SUBMITTAL GUIDELINES

**All Submittals must be uploaded per the following instructions, or your submittal will be rejected:**

### 1. SolarAPP+ Instructions:

- a. Register with [SolarAPP+](#) (Licensed Contractors Only)
  - i. Have Contractor State License Board (CSLB) License Information readily available to input
- b. Once Approved, Log in and Submit for Solar/PV Designs through SolarAPP+
  - i. You will be asked a series of questions that you must answer correctly pertaining to your project
- c. There is a \$35 Processing Fee, paid to SolarAPP+ directly for automated review service
  - i. Add-On Energy Storage Processing Fee: +\$25
- d. If Approved, Approved Documents and Uploads will be available for download
  - i. You will receive 3 items necessary for Permit Submittal to the City:
    - Approval Document
    - Approval Upload
    - SolarAPP+ Approval ID

### 2. Lathrop Irrigation District (LID) Instructions [For Homes Located in River Islands ONLY]:

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

### 3. City Permit Application Instructions:

- a. Contractors must use the [Lathrop Civic Access Portal \(LCAP\)](#) to submit a Permit Application
  - i. An Active City of Lathrop Business License is required to pull Permits; Apply in LCAP if needed
- b. Follow the [General Permit Submittal Guidelines](#) to apply for the Permit using LCAP
  - i. Required Documents include:
    - [Permit Application](#)
    - Approval Document
    - Approval Upload
- c. Apply for a **RESIDENTIAL SOLAR – SOLAR APP** Permit Type
  - SolarAPP+ Approval ID is a required field ensuring the Approved SolarAPP+ Project can be identified
  - Enter the Total Kilowattage (kW) of the Total System Size, including PV and ESS / Batteries
  - ii. Once Submitted, the Building Department will process and verify inputted information and send a Permit Fee Invoice for payment
  - iii. When payment is processed, the Building Department will Issue the Permit and send the Permit for Signature
  - iv. Upload the Signed Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP



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## SOLARAPP+ REVISION GUIDELINES

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

SolarAPP+ allows up to 2 Project Revisions free of charge, and contractors must pay an additional fee for the 3<sup>rd</sup> Revision and each 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 the 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 are called. If there is a discrepancy in the SolarAPP+ Approval ID Number in the field, a Reinspection Fee will be charged, and the Inspection will Fail and will need to be recalled again after Fee Payment.

### 1. SolarAPP+ Revision Instructions

- a. Submit Revisions through SolarAPP+
- b. SolarAPP+ will provide a Revised Approval Document with a Revised Approval ID Number
- c. After Revised Approvals are received, log onto the Lathrop Civic Access Portal (LCAP)
- d. Find the originally Issued SolarAPP+ Solar Permit
- e. Follow our [General Submittal Guidelines](#) to submit for the Permit Revision
  - i. Required Documents include:
    - [Permit Resubmittal Form](#)
      - Provide the Revised SolarAPP+ Approval ID Number
    - Revised Approval Document
    - Revised Approval Upload (if Applicable)
- f. Notify the Building Department of the SolarAPP+ Solar Permit Revision
- g. Once notified and processed, the Building Department will send an Additional Administration Fee Invoice for processing the Revision
- h. After payment has been processed, the Building Department will Issue the Revised Permit Documentation and make available for download in LCAP
- i. Upload the Signed Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP
- j. 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.

#### 1. Pre-Inspection Instructions:

- a. Before calling for Final Inspection, several items must be uploaded to the Permit in LCAP for Inspector Review:
  - i. 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
  - ii. Upload a Completed [Smoke and Carbon Monoxide Requirement Form](#)
- b. After all conditions are met, schedule a Final Inspection in LCAP
  - i. For homes in Rier Islands, an Inspection must also be scheduled with the Lathrop Irrigation District (LID)

#### 2. On-Site Inspection Instructions:

- a. A Solar Contractor / Representative must be present at the Final Inspection
- b. Have the following items ready for Inspectors at the Jobsite:
  - i. 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



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## SOLAR SYSTEMS (N/A TO SOLARAPP+, GROUND MOUNT, OR OWNER-BUILDER)

### GENERAL SUBMITTAL REQUIREMENTS

These requirements apply to any Solar Systems that do not qualify for the streamlined process through SolarAPP+. These include projects that do not fit the Eligibility Requirements of SolarAPP+ or any project being pulled by a Property Owner, as an Owner-Builder. These submittals will go through a Standard Review Cycle of Plan Check, rather than automated reviews. Note that the Fire Department may review these Submittals and Plan Check Cycle Review Times may vary. Also note that Planning Department Approval is required for Ground Mount Solar Systems.

Solar Systems that are not eligible for SolarAPP+ but are under 10kW will continue to follow the Solar Rights Act and shall have a Building Plan Review timeframe of 1-3 business days. Ineligible Solar Systems with a PV over 10 kW, and Ground Mount Solar Systems, will follow the Current Cycle Times for Building Plan Review with a timeframe of up to 10 business days for 1<sup>st</sup> Review.

Batteries and Energy Storage Systems should 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 be uploaded per the following instructions, or your submittal will be rejected:**

#### 1. Lathrop Irrigation District (LID) Instructions [For Homes Located in River Islands ONLY]:

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

#### 2. Permit Application Instructions:

- a. Both Contractor and Property Owner must have an account and use LCAP to submit for Permit Application
  - i. An Active City of Lathrop Business License is required to pull permits; Apply in LCAP if needed
  - ii. An Owner-Builder Form must be submitted if a Property Owner will be pulling the permit
- b. Follow the [General Permit Submittal Guidelines](#) to apply for the Permit using LCAP
  - i. Required Documents include:
    - [Permit Application](#)
    - Solar System Plans, which include:
      - Roof Plan (Site Plan for Ground Mount) 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
      - Structural Calculations
      - Manufacturer's Cutsheets for all Components, where applicable, for example:
        - Battery / Energy Storage Systems
        - Racking
        - Shutdown Device
        - PV Panels



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- c. Apply for the applicable Solar System Permit Type
  - i. Enter the Total Kilowattage (kW) of the Total System Size, including PV and ESS / Batteries
  - ii. Include all required documents noted above
- d. Plan Check Fees will be available for payment once Permit Application is submitted
  - i. Pay for these Fees at the time of submittal, to allow for swifter processing
- e. Once processed, the Building Department will route the Submittal to the appropriate Departments for Review:
  - i. Building Department
  - ii. Fire Department
  - iii. Planning Department (if Ground Mount)
- f. Allow for the Standard Review Cycle Time to pass before contacting the City with Status inquiries

### 3. Plan Review and Resubmittal Instructions:

- a. The Streamlined Solar Permitting Process does not apply to PV Systems over 10 kW, so the [Current Cycle Times for Building Permit / Plan Review](#) will apply
- b. Plan Reviews will be assigned to all applicable Departments
  - i. Note that the Fire Department has separate Fire Plan Review Fees that must be paid before Issuance
- c. If comments are received and Resubmittals are required, please follow the [General Permit Submittal Guidelines](#) to correctly Resubmit
- d. When Resubmittals are received, the Building Department will route the Resubmittal to the Reviewers

### 4. Issuance and Inspection Instructions:

- a. Once Approved by all applicable Departments, a Final Permit Invoice will be sent to the Applicant, and plans will be routed for Processing and Final Stamps
- b. When payment is made, the Building Department will Issue the Permit and notify for Signature
- c. Upload the Signed Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP
- d. Final Inspection will need to be called once the Solar System is Installed and ready to be Energized
  - i. For homes in River Islands, an Inspection must also be scheduled with LID

## REVISION GUIDELINES

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

Permit Revisions to Solar Systems will need to be accounted for and submitted to the Building Department before Inspections are called. If there is a discrepancy in the field, a Reinspection Fee will be charged, and the Inspection will Fail and will need to be recalled again after Fee Payment. Revisions may include updates to Panel Layouts, Disconnects and existing Equipment. If any additional Scope is added, these are not allowed to be submitted as Revisions, and Additional Permits must be applied for.

### 1. Permit Revision Instructions:

- a. Follow the [General Submittal Guidelines](#) to submit for a Permit Revision, and Notify the Building Department
- b. Once notified and processed, the Building Department will send an Additional Review Fee Invoice for processing
- c. After payment is made, the Revision will be routed back into Plan Review with all necessary Departments
- d. When Revisions are Approved, the Building Department will send over the Revised Stamped Plans
  - i. If Permit / Job Card changes are necessary, the Applicant will be notified to sign a Revised Permit
  - ii. Upload the Signed Revised Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP
- e. Replace any documentation in the field to provide Inspectors with the most current version if 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 for Review and Approval prior to Installation. Plans submitted must include the Existing PV System and Components installed, as well as any New Connections to the Main Panel via a Single Line Electrical Diagram.

### ELECTRONIC SUBMITTAL GUIDELINES

**All Submittals must be uploaded per the following instructions, or your submittal will be rejected:**

#### 1. Lathrop Irrigation District (LID) Instructions [For Homes Located in River Islands ONLY]:

- a. Both Contractor and Property Owner must have an account and use LCAP to submit for Permit Application
  - i. An Active City of Lathrop Business License is required to pull permits; Apply in LCAP if needed
  - ii. An Owner-Builder Form must be submitted if a Property Owner will be pulling the permit
- b. Follow the [General Permit Submittal Guidelines](#) to apply for the Permit using LCAP
  - i. Required Documents include:
    - [Permit Application](#)
    - Solar System 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
      - Structural Calculations (if applicable)
      - Manufacturer's Cutsheets for all Components
- c. Apply for the applicable Solar System Permit Type
  - i. Enter the Total Kilowattage (kW) of the Total Added System Size, including any ESS / Batteries
  - ii. Include all required documents noted above
- d. Plan Check Fees will be available for payment once Permit Application is submitted
  - i. Pay for these Fees at the time of submittal, to allow for swifter processing
- e. Once processed, the Building Department will route the Submittal to the appropriate Departments for Review:
  - i. Building Department
  - ii. Fire Department
- f. Allow for the Standard Review Cycle Time to pass before contacting the City with Status inquiries

#### 2. Plan Review and Resubmittal Instructions:

- a. The Streamlined Solar Permitting Process does not apply to Standalone Batteries, so the [Current Cycle Times for Building Permit / Plan Review](#) will apply
- b. Plan Reviews will be assigned to both Building and Fire Departments
  - i. Note that the Fire Department has separate Fire Plan Review Fees that must be paid before Issuance
- c. If comments are received and Resubmittals are required, please follow the [General Permit Submittal Guidelines](#) to correctly Resubmit
- d. When Resubmittals are received, the Building Department will route the Resubmittal to the Reviewers





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## 3. Issuance and Inspection Instructions

- a. Once Approved by all applicable Departments, a Final Permit Invoice will be sent to the Applicant, and plans will be routed for Processing and Final Stamps
- b. When payment is made, the Building Department will Issue the Permit and notify for Signature
- c. Upload the Signed Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP
- d. Final Inspection will need to be called once the Solar System is Installed and ready to be Energized
  - i. For homes in River Islands, an Inspection must also be scheduled with LID

## REVISION GUIDELINES

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

Permit Revisions to Solar Systems will need to be accounted for and submitted to the Building Department before Inspections are called. If there is a discrepancy in the field, a Reinspection Fee will be charged, and the Inspection will Fail and will need to be recalled again after Fee Payment. Revisions may include the need to update proposed equipment locations. If any additional Scope is added, these are not allowed to be submitted as Revisions, and Additional Permits must be applied for.

## 1. Permit Revision Instructions:

- a. Follow the [General Submittal Guidelines](#) to submit for a Permit Revision, and Notify the Building Department
- b. Once notified and processed, the Building Department will send an Additional Review Fee Invoice for processing
- c. After payment is made, the Revision will be routed back into Plan Review with all necessary Departments
- d. When Revisions are Approved, the Building Department will send over the Revised Stamped Plans
  - i. If Permit / Job Card changes are necessary, the Applicant will be notified to sign a Revised Permit
  - ii. Upload the Signed Revised Permit via LCAP and the Complete Permit Package will be sent and made available for download in LCAP
- e. Replace any documentation in the field to provide Inspectors with the most current version if Approved Documentation