



## Residential – Rooftop Solar Submittal Requirements

**Submittal Requirements  
SR-RSOLAR**  
**Effective:** September 13, 2017  
**By:** Chief Building Official  
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

\*Applicant for a Residential Rooftop Solar Photovoltaic Permit may apply to the City for streamline permitting following the [Solar PV Permit Process](#)

### **Building Permit Application/Forms**

- [Application for Building Permit](#)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Application for Revisions or Submittal of Plan Review Responses](#)  
(Required for revisions to approved plans or when responding to plan check comments)
- [Solar-Photovoltaic Notification Form](#)  
(Required to notify Contra Costa Fire Protection District)

### **Fees**

- Plan Check and Admin Fees** due at time of submittal
  - If you'd like to estimate the fees ahead of time visit the [Building Division fee page](#).
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with.

### **Required Design Documents**

- (3) sets of drawings including**
  - Address/Scope of Work
  - Roof plan showing panel locations and setbacks as required
  - Single line diagram
  - Panel attachment details to structure below
  - Warning Labels
  - Product specifications for panels, inverters, micro-inverter, power optimizers, etc.

### **Other City Approvals Required**

- Business License required for all contractors doing work within the city.