



City Of El Centro
BUILDING PERMIT APPLICATION
 1275 Main Street
 El Centro, CA 92243
 (760) 337-4508
 Fax (760) 337-2319

Date of Application:
Plan Check Number:
Valuation:
Permit Fee:

FAST-TRACK PERMIT APPLICATION AND CHECKLIST

SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM

***REQUIRED INFORMATION – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

*Project Address		*CONTACT INFORMATION:		
*Property Owner	Owner's Phone #	Name:		
*Property Owner's Mailing Address		Phone #:	Email #:	
		Assessors Parcel Number:		
		Block	Lot	Subdivision
*OWNER/BUILDER <input type="checkbox"/> YES <input type="checkbox"/> NO				
*Prime Contractor		*Phone #		*Business License #
Contractor Address			*State License #	
Does this dwelling have an attached garage or gas appliances? YES** NO				
**IF YES FILL OUT FORM FOR SMOKE DETECTOR AND CARBON MONOXIDE SELF CERTIFICATION.				
*DETAILED DESCRIPTION OF WORK: INSTALLATION OF SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM				
<input type="checkbox"/> CHECK THIS BOX IF PANEL UPGRADE IS NEEDED				
EXPIRATION OF PLAN REVIEW: APPLICATIONS FOR WHICH NO PERMIT IS ISSUED WITHIN 180 DAYS FOLLOWING THE DATE OF APPLICATION SHALL EXPIRE BY LIMITATION, AND PLANS AND OTHER DATA SUBMITTED FOR REVIEW MAY THEREAFTER BE RETURNED TO THE APPLICANT OR DESTROYED. REQUESTS FOR A 180 DAY PLAN CHECK EXTENSION MUST BE MADE IN WRITING TO THE BUILDING OFFICIAL PRIOR TO THE EXPIRATION DATE.				
*Applicant's Signature:			Application Date:	
OFFICE USE ONLY				



**City of El Centro
Building and Safety/Code Enforcement Division**

**Smoke Detector and Carbon Monoxide
Self Certification**

This Certification is to be filled out by the Permittee

Project Address: _____

I, the undersigned, hereby certify that I am the permittee of the project. I further certify that smoke alarms and carbon monoxide alarms are present and tested to be functional in all the following locations:

California Residential Code (CRC) Section R314.1, CRC R315.2 states in part that existing dwellings be “retrofitted with smoke detectors and carbon monoxide detectors when a building permit is issued for, work or repairs to a building that is valued at \$1,000 or more.” CRC Section R314.3, CRC R315.3 defines required locations.

Both boxes below must be checked.

- Carbon Monoxide Alarm: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of the bedrooms or in each hallway outside of the rooms, and each level of the dwelling.
- Smoke Alarms: Installed in each room used for sleeping purposes, outside each sleeping area, and on each level of the dwelling unit.

Retrofitted detectors may be battery operated. Multiple-purpose alarms (Carbon monoxide and smoke alarms) shall comply with all applicable standards, and requirements for listing and approval by the State Fire Marshall.

Signature: _____

Date: _____



**City of El Centro
Building and Safety/Code Enforcement Division**

**Acknowledgement of Submitted Application for
Residential Solar Panel Building Permit**

DATE: _____

Property Address: _____

On _____ a permit application was applied with our office by _____
Date Permit Applicant Name
in your name proposing the installation of solar permits at the above subject Property.

Please complete and return this information at your earliest opportunity to avoid unnecessary delays in the processing and issuing of your building permit. No building permit will be issued until this verification has been received.

1. (I have or I have not) _____ signed an application for a building permit for the proposed work.
2. I have contracted with the following person (firm) to perform the proposed construction.

Name: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Contractors License No.: _____

3. **I acknowledge that based on field conditions, an electrical service upgrade may be required, regardless of the approved plans. If the required upgrade is not complete, there will be a delay in activating the solar service.**

Print Name (Property Owner)

Signature (Property Owner)

Date

Print Name (Property Owner)

Signature (Property Owner)

Date



City of El Centro
Building and Safety/Code Enforcement Division

Small Residential Rooftop Solar Energy System Checklist

PROJECT ADDRESS: _____

This checklist is designed to assist the applicant in assuring that all the information required to qualify for the expedited process are provided. All items listed must be checked “YES” or “N/A” (“N/A” where option is available only) to qualify for the expedited plan review and permit issuance.

	YES ☐	NO ☐	N/A ☐
I. General Requirements			
All required information on the Permit application is provided and letter of authorization is signed by the property owner.	☐	☐	
The PV system size is 10 kW CEC-AC rating or less	☐	☐	
The PV system is roof-mounted on a one-or two-family dwelling or accessory structure	☐	☐	
The PV system is utility interactive and without battery storage	☐	☐	

II. Electrical Requirements			
No more than four (4) PV module strings are connected to each Maximum Power Point Tracking (MPPT) input where source circuit fusing is included in the inverter	☐	☐	
1. No more than two strings per MPPT input where source circuit fusing is not included	☐	☐	☐
2. Fuses (if needed) are rated to the series fuse rating of the PV module	☐	☐	☐
3. No more than one non-inverter-integrated DC combiner is utilized per inverter	☐	☐	☐
For central inverter systems: No more than two inverters are utilized	☐	☐	☐
The PV system is interconnected to a single-phase AC service panel of nominal 120/240 VAC with a bus bar rating of 225 AMPs or less	☐	☐	
The PV system is connected to the load side of the utility distribution equipment	☐	☐	
Existing electrical loads are detailed on plan OR provide load calculations from a licensed electrical engineer.	☐	☐	☐

III. Structural Requirements			
Existing roof assembly consists of a pre-engineered truss system Note: No structural analysis report required	☐	☐	☐
Existing roof assembly consists of a hand-cut-roof system and a structural analysis report is attached (Report is mandatory).	☐	☐	☐
The manufacture's specification for all attachment devices are shown on the plans	☐	☐	

IV. Fire Safety Requirements			
A diagram showing the clear access pathways in compliance with sections CRC 331 and CFC 605.11 are shown on the plans	☐	☐	
All required markings and labels as required by CEC, Article 690, are shown on the plans	☐	☐	
A diagram of the roof layout of all panels, modules, and approximate locations of electrical disconnecting means and roof access points is shown on the plans	☐	☐	
System diagram will be placed at the main panel	☐	☐	