



Solar Photovoltaic – Electronic Submittal

Policy and Procedure No.: **E-19-34**

Dec 2019

Purpose

The following electronic submittal and review procedure shall be performed prior to obtaining individual residential solar photovoltaic permits and before commencing any work.

Requirements Prior to Submittal

- An approval letter from the Sacramento Municipal Utility District (SMUD) is required prior to submitting any applications for review. You can contact the SMUD's Solar Team at SOLAR.PV@SMUD.ORG or by phone at (916) 732-6420.

Online Submittal Requirements

All online solar photovoltaic submittals shall be submitted using the URL below.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Multiple submittals are allowed in a single upload if the submittal(s) meet the 250 MB limitation. A complete submittal is required under a single upload. We will not process partial uploads due to size limitations.

The application for permit shall be submitted as a separate PDF attachment. The application must be complete with all required signatures in order to receive the building permit electronically.

The SMUD letter, specifications, and the construction plans should be submitted together under a single PDF attachment.

Required at Submittal:

- A completed Application for Permit
- A complete set of construction plans including the approval letter from SMUD

File Naming Convention

Specific file naming conventions for submitted plans and supporting documents are required as illustrated.

- Do not use spaces or special characters in the file names.
- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

| File | File name |
|-------------------------------------|----------------------|
| Application for Address | App-Address.pdf |
| Plans for Address | Plans-Address.pdf |
| Revised/Corrected Plans for Address | PC2Plans-Address.pdf |

Once the application(s) are approved, the applicant will be contacted by a permit technician with a fee amount per application and with any outstanding items.

Once all outstanding items and proof of payment has been received by the Building Department the approved plans will be emailed to the property owner or the licensed contractor on record.

Please Note: A physical copy of the stamped plan(s) may be requested by the Building Inspector at the time of inspection.

Application Forms

An Application for Permit form may be located at the city website at

http://www.elkgrovecity.org/city_hall/departments_divisions/building_safety_inspection_permits/forms_handouts_featured_articles or at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**
 Phone: **(916) 478-2235**
 Hours: **Monday through Friday**
 8 am – 5 pm