



BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION
DEVELOPMENT SERVICES CENTER
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GUIDELINES FOR: **SMALL RESIDENTIAL ROOFTOP SOLAR PHOTOVOLTAIC (PV) PERMITS *10 KW OR LESS***

A small residential rooftop PV is a system size of 10 kilowatts AC CEC rating or less for a one or two family dwelling or accessory structure. Prepare documentation according to the following checklist for the expedited permitting process:

1. Complete the City permit application form: [Permit Application Form](#).
2. The solar system is utility interactive with or without a battery storage system.
3. The PV system is roof-mounted for a one or two family dwelling or accessory structure and interconnected to a single-phase AC service panel of nominal 120/220.
4. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building and Electrical Codes as well as all other applicable laws, ordinances, rules, or regulations. See PV installation checklist for additional information: [Photovoltaic & Solar Checklist](#).
5. Solar PV system shall be prepared according to the California State Solar Permit Guidebook: [California Solar Permitting Guidebook](#).
6. Provide structural design and calculations to demonstrate the existing roof structure will adequately support the new PV system for both vertical and lateral loads.
7. Provide a diagram of the roof layout of all panels, modules, clear access pathways, electrical disconnects, and roof access points.
8. Provide clear colored photos of the existing main service panel and sub-panels (if applicable) that are part of PV system—one photo with front cover on and one removed and one photo with the manufacture rating label panel information.
9. Submit PV system fire classification according to UL 1703 and comply with all California Codes.
10. Markings and labels shall comply with the attached code requirements.
11. Determine load calculations using [Load Calculations Worksheet](#) (if applicable).

EXPEDITED PV REVIEW AND PERMITTING PROCESSES

Small residential rooftop PV projects can be submitted through the following expedited review and permitting processes:

Electronic Submittal (3 business days review cycle)

To better serve our customers, reduce congestion at the permit center, and reduce our environmental impact, the City now requires all residential PV permit applications to be submitted electronically. Send copies of permit application, plans, specifications, and other supporting documentation to SolarPermits@Fremont.gov.

PERMIT FEES

Permit fees for a single PV system (10 kW or less) can be *estimated* as:

- Application Fees: \$55.20
- Plan Review Fees: \$93.15
- Inspection Fees: \$115.58
- State Fees: SMIP will be based on 0.013% of the project valuation and CBSC \$1.00 for each of \$25,000 project valuation.
- Copy Fees: \$0.69 each page and \$1.38 each plan sheet.

When the project involves an added electrical panel, service upgrade, and/or battery system, additional fees can be *estimated* as:

- Application Fees: \$50.00
- Added panel and/or battery: \$13.80
- Inspection Fees: \$89.70

**Note: Permit Center staff will assist you in calculating accurate permit fees.

INSPECTIONS

After obtaining a PV permit and ready to schedule an inspection:

1. Call the automated inspection request line at 510-494-4885 to schedule your inspection(s):
 - a. Schedule all of the inspections you are requesting using the code numbers. (Code 199 – Final Building, for Small Residential PV system)
 - b. If you have more than one permit and want inspections on more than one permit, PLEASE use the automated system to schedule the inspection for each permit.
2. If you need to cancel your inspection, PLEASE call 510-494-4400 as early as possible to avoid a “Not Ready” inspection result which may include a re-inspection fee.
3. After passing City final inspection, the permit holder needs to contact PG&E for approval prior to activate the system.