

## How To Apply for an Instant Solar Permit (ISP)

The Instant Solar Permit (ISP) application is only for use by contractors registered with <u>SolarAPP+</u> and will accommodate roof-mounted solar photovoltaic panel installations with or without an energy storage system. Eligibility requirements for SolarAPP+ are found <u>here</u>.

An ISP is required to install a SolarAPP+ approved residential rooftop solar system with or without an energy storage system. A main electrical service upgrade can be added to the ISP. <u>No other work is permitted through the</u> <u>Instant Solar Permit</u>. If additional, unpermitted work is completed, the inspector will stop work on the ISP and direct the contractor to submit for the correct permit(s) for the additional work.

**IMPORTANT:** Electrical vehicle car chargers and solar roof tiles are *not* eligible for the Instant Solar Permit. These types of installations require a "Photovoltaic Solar Permits" application, including plan review.

Item	Action			
1.	<b>Online Permitting Webp</b> found here: <u>https://fremc</u>	age: Navigate to Frem ont.gov/citizenaccess.	nont's online permittin	ig portal, Citizen Access,
2.	A Fremont Citizen Access a select <b>"Register."</b> Once an the account.	account is required to a account has been cr	apply for an ISP permi eated in Citizen Access	t. If an account is needed, , select <b>"Login"</b> to access
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<b>Owne</b> correc appro	Proceed and Owner: The parcel and owner will query from the City's parcel database. Scroll to the bott and click on "Select."
Owne correc appro	The control of the part of and owner will query from the City's parcel database. Scroll to the both the city on "Select."         Address Search Result List         Strowing 1-1 of 1         Preced Number         Strowing 1-1 of 1         NTT An owner must be selected prior to submitting the permit request. If the current owner is not that g, select the available owner. Changes has nowner information will be corrected by City staff after the permit request is submitted and the ownership change has been werified.         Showing 1-1 of 1         CitY of FREMONT         PO BOX 5006 FREMONT CA 94537-5006         Select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in the Documents section before the ISI to select "No." Proof of current ownership will be required in th
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Updated: June 21, 2023 Page: 4



10.	<b>Step 3: Contact Information – Work Performed By:</b> Only licensed contractors are allowed to apply for and
	install an Instant Solar Permit (ISP) As such the only option under "Work Performed By?" is "Licensed
	Contractor "Click "Continue Application"
	Contractor. Cinck Continue Application.
	Step 3:Contact Information>Page 1 of 2 **********************************
	Work Performed by?
	The Sort Fremit is only available its Research productional with Standaps.
	Linead Content
	Save and resume later
11	Step 3: Contact Information - Applicant/Additional Contacts/Licensed Professional:
11.	Step 5. Contact minimation - Appricant/Automaticontactor/Elective Trotessional.
	The "Applicant" defaults to the person listed on the Citizen Access account and cannot be updated. If more
	persons need to be added, do so under the "Additional Contacts" section. The "Licensed Professional" must
	be completed. Click " <b>Look Un</b> " to add the licensed contractor
	the Second state of the second s
	Step 3:Contact Information>Page 2 or 2
	Applicant
	Applicate-The applicate II the primary perion responsible for the application and will receive all project updates and be responsible for communicating with the city and the rest of the project team.
	COF
	Adams (1902) daring fave: Verw Remove
	Additional Contacts
	Please list any additional contacts here. To add new contacts, click the Select from Account or Add new button.
	For all Commercial Work, a Business Owner Contact, must be added to the record in order to proceed with the application.
	NOTE: Adding contacts within the Additional Contacts area will not link the contacts to the Record, their contact information may be used as an alternate contact for staff.
	Salect from Account Add New
	Full Name Business Name Contact Type Work Phone Fax E-mail
	No records found.
	Licensed Professional
	To add a new licensed professional/contractor, click the Look Up button.
	By adding a licensed professional/contractor you hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
	Look Up
	Save and resume later
	CSLB LOOK Up: Enter the State License Number and Click <b>"tab</b> " or <b>"enter</b> " information.
	Licensed Professional Information
	To add a Licensed ProfessionalContract in Just Hausen and click on your
	tab button. Contractor's information will automatically populate from the California State' License Board This information cannot be updated, only an e-mail address will need to be
	npute. If longer Tupe: 1State Licence Number:
	Contractor value Contractor value
	Name of Business:
	*Address Line 1:
	The licensed contractor information is exported from the CSLB website and cannot be updated. Enter
	the licensed contractor's email address (lick "Save and Close"
	the iterised contractor seman address. Click Save and close.
	Licensed Professional Information
	*Address Line 1:
	Address Line 2:
	*City: *State: *Zip:
	*Country:
	5 Dhane 1
	- PHONE 1.
	EF molt
	Save and Close Clear Discard Changes
	Click "Continue Application" at bottom right compared the rece
	Click <b>Continue Application</b> at bottom right corner of the page.



40	
12.	Step 4: Permit Information: Enter the Project Name and Scope of Work.
	Step 4:Permit Information
	Detail Information
	* Project Name:
	Owner's Last Name, Short Description of Work.
	*Scope of Work:
13.	Under <b>General Permit Information</b> , complete all the required fields. If a response is provided that is not
	allowed, a notice in <b>red text</b> will be displayed and the application will not proceed.
	General Permit Information
	*Valuation:
	Instant Solar App is only permitted to be used for Single Family Residential projects. If the application is not for a Single Family Residential project, apply for a Photovoltaic Solar Panel Permit.
	Occupancy Code: O Commercial
	*Number of modules.
	System monates.
14.	SolarAPP+ Information: Only contractors registered with Solar APP+ are allowed to apply for an Instant
	Solar Permit (ISP). If the contractor is not registered with SolarAPP+, a red text notice will appear and stop
	the application process.
	* Is the solar company registered with the
	SolarApp+:  ● Yes ○ No
	* Drouide name of solar contractor's
	company registered with SolarAPP+
	Only contractors registered with SolarAPD+ may use the ISD permit
	* Is the solar company registered with the
	SolarApp+: O Yes  No
15	
15.	Provide the SolarAPP+ approval number.
	*Was this solar energy system approved in
	SolarAPP+?: OYes No
	*Was this solar energy system approved in
	SolarAPP+? : • Yes O No
	Input the SolarAPD+ Approval ID No : *
	input the solarAPP+ Approval ID No
16.	SolarAPP+/Instant Solar Permit only allow Roof Mounted systems. All other installations must apply for a
	Solar Photovoltaic Permit.
	Ground Mounted Solar Installations do not qualify for the Solar Ann Instant Permit, apply for a Photovoltaic Solar Panel Permit
	*Type of Solar Mount: Ground Mounted V
	*Type of Solar Mount: Roof Mounted
	When will the Color Freema Coston to
	mounted?: *
	If the solar installation will be mounted on a new structure, additional questions will appear. If the new
	structure is larger than 120 square feet, the record number for the issued permit must be provided.
	Where will the Solar Energy System be New House (Structure Bask
	mounted?: *
	Is new structure greater than 120 square
	reet?: *



	Is new structure greater than 120 square feet?: *  Yes O No  The new structure requires a plan review. Request a building "Permit" for plan review of the new house/structure before completing this ISP application.
	Has a Building Permit been issued for the new home/structure?: *
	Is new structure greater than 120 square feet?: *
	Has a Building Permit been issued for the new home/structure?: *
	Provide Building Permit Number (eg. BLD2023-12345): *
	If the solar system will be installed on an existing structure, there are no additional questions.
	Where will the Solar Energy System be Existing House Roof V mounted?: *
17.	<b>Main Service Panel:</b> Respond to the questions about the main service panel. If a service panel upgrade is required, it must be included in the SolarAPP+ approval. If the service panel is not included in the SolarAPP+ approval but is needed, the applicant must process the SolarAPP+ revision before continuing the ISP application.
	*What is the ampage of the existing (200) main service panel?:
	* Will an electrical main service panel upgrade be required?:
	Does your approval with SolarAPP+ consist of the EL Meter Upgrade?: * O Yes O No
	What is the ampage of the electrical main service panel that is being installed?: *
	*Will an electrical main service panel upgrade be required?: O Yes  NO
18.	Electrical Vehicle Chargers (EV Units) and Solar Roof Tiles may <i>not</i> be included with the Instant Solar Permit. If EV Units and/or Solar Roof Tiles need to be included with the solar energy system, click <b>"Save and resume later.</b> " Go back to <b>"Apply for a Permit"</b> and select <b>"Photovoltaic Solar Permit</b> ." The incomplete ISP application will be deleted automatically after 30 days.
	Electrical Vehicle Charging Unit permits may not be combined with SolarApp+ Instant Permits. Create a new Photovoltaic Solar Permit. * Will an Electrical Vehicle Charging Unit be installed at the same time? : • Yes O No
	Solar Roof Tiles may not be combined with SolarApp+ Instant Permits. A Photovoltaic Solar Panel Permit shall be applied for. * Will Solar Tiles be installed? :
19.	<b>Energy Storage Systems (ESS):</b> ESS must be included in the SolarAPP+ approval. Respond to ESS questions. If installing two or more ESS, responses to additional questions must be provided. If stacked ESS are
	proposed, a UL 9540a Certificate must be uploaded under the Documents section. Note: Interior installation of ESS are not allowed by SolarAPP+.
	* Will an Energy Storage System (ESS) be installed?: ● Yes ○ No
	How many ESS will be installed?: *
	*What is the total kWh of the ESS?: *         *Where will the ESS be installed?:        Select



	How many ESS will be installed?: * 3
	Will the individual ESS units separated by at least 3 feet?: *
	Will the ESS batteries be stacked?: *
	Individual ESS units must be separated from each other by at least 3 feet.         Will the individual ESS units separated by at least 3 feet?: *         Yes  No         Provide UL 9540a test report for verification of stacked battery system         Will the ESS batteries be stacked?: *         Yes No
	No interior ESS installations qualify for the SolarApp+ Instant solar permit program *Where will the ESS be installed?: Interior/Inside Structure ~
20.	Step 5: Document Requirements: The required documents will be listed at the top of the page.          Step 5: Document Requirements         Upload the following document(s) to continue:         Property Owner Verification         SolarAPP+ Inspection Checklist         SolarAPP+ Approval Documents         Homeowner Acknowledgement Instant Solar Permit (ISP)         ESS UL9540 Test Report    To upload a document, click "New."          Required Attachments         Directions: If additional documents required to be uploaded, click on New.         Attachments shall be in a PDF format         The maximum file size allowed is 100 MB per file.         Norecords found.
	New         Once the documents have loaded, click "Continue."         File Upload       ×         Attachments shall be in a PDF format         The maximum file size allowed is 100 MB per file.         approval-document-pv-         100%         Sample Authorization of         100%
	Sample Specifications.pdf 100% Continue New Remo



required /ittaein	ments					
rections: If additional doo	cuments required to be up	loaded, click on Nev	N.			
tachments shall be in a Pl ne maximum file size allov	DF format ved is 100 MB per file.					
ame 4o records found.	Ту	pe	Siz			
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Type: roperty Owner Verification	Description Dec	ion:	÷,			
Type:	*Descripti	ion:				
olarAPP+ Approval Docun	Doc		¢ //			
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Permit					
1 2 3 4 Information	5 Document Requirement	s 6	Review	7 Pay Fees	8 Record Submitted
Step 6:Review					
Diago variou all information below. Click the "E	dit' buttons to make changes to sect	ions as possesant. To proceed a	ian the Disclaimer by sheeking the b	ov and click "Continue Application"	Continue
Record Type	dit buttons to make changes to sect	ions, as necessary. To proceed, s	ign the Disclaimer by checking the b	ox and cuck Continue Application .	
Instant Solar Permit					
Acknowledgment					
have read and understand the information	above.		Yes		
Address		and the second second			
39550 Liberty St					
Parcel					State of State of State of State
OWNER-BUILDER DECLARATION:					100 Page 1
I am aware of and consent to an Owner-Build	er building permit applied for in my name.	and understand that I am the party I	egally and financially responsible for prop	osed construction activity.	
I agree that, as the party legally and financially	responsible for this proposed construction	on activity, I will abide by all applicabl	e laws and requirements that govern Owr	ner-Builders as well as employers.	
<ul> <li>I agree to notify the issuer of this form immed</li> <li>I agree that If I contract with someone who d</li> </ul>	lately of any additions, deletions, or chang loes not have a license, the Contractors' Si	ges to any of the information I have p rate License Board may be unable to	rovided on this form. assist me with any financial loss I may sus	tain because of a complaint. My only remedy against up	licensed Contractors may be in civil o
understand that if an unlicensed Contractor o	r employee of that individual or firm is inju	ured while working on my property, t	hat I may be held liable for damages. If I o	btain a permit as Owner-Builder and wish to hire Contra	actors, I will be responsible for verifyin
or not those Contractors are properly licensed	d and the status of their workers' compens	ation insurance coverage is active.			
Contractor or Owner Acknowledgement:					
By checking this box, I agree to the above	certification.				Date:
Mede - 🕑 Delay - 🖬 👘 🍃	- 1 - 1 - 1				
Save and resume later					Continue Ap
Step 7: Pay Fees Express Permits: Only one fee paymen provided. Some fees are based on the Solar Permit: Payment of the fees will i	t is required for residential Exp quantity of work items installed be due upon submittal. Once ve	ress Permits. Listed below a or repaired, and others are	re the permit fees, which are b based on the valuation of you	ased upon the information you've r project. naining inspections fees may be	
invoiced, and an e-mail will be sent to Fire Permits: Only the application fee is forms documents and/or plans to be	the applicant. After payment of s due at submittal. Once your s	fees, your plans will be rou ubmittal has been received,	it will be reviewed for complete	teness, staff may request additional	
plans routed for review.	submitted prior to routing your	plans for review, Plan check	rees will be invoiced and requ	mea to be paid prior to naving your	
Temporary Permits: Only the application	on fee is due at submittal. Once	vour submittal has been re	ceived, it will be reviewed for a	completeness, staff may request	
additional forms, documents and/or pl having your plans routed for review.	ans to be submitted prior to ro	uting your plans for review.	Plan check fees will be invoice	d and required to be paid prior to	
Building Permits requiring a Plan Revie documents and/or plans to be submitte plans routed for review	ew: Your application has been s ed prior to routing your plans a	ubmitted. Your submittal w nd forms for review. Plan c	III be reviewed for completene heck fees will be invoiced and i	ss, staff may request additional forms, required to be paid prior to having your	
plans routed for review					
Application Fees		Qty.		Amount	
Application Fees Fees		1		\$179.40	
Application Fees Fees Instant Solar Permit Inspection					
Application Fees Fees Instant Solar Permit Inspection CPF-Instant Solar Permit Inspect	ion	1		\$26.91	



Step 3:Receipt/Record Submittal		
Compliant Received: There are no rees and no receipt to report a code compliant. The co	omplaint has been received and the case number is provided below for your reference.	
Express Permits: Your issued permit record and inspection job card are now available to p - Click on "My Records" to locate your permit record.	print. To access your documents:	
Open the permit record by clicking on the permit number.		
Click the "action" pull down to download and print your issued permit and inspection jo	b card.	
Engineering Permits: IMPORTANT! If you submitted a Tract Map application, the required	I deposit of \$15,000 is due before staff can process and route your application for review. A copy of the invoice has been en	mailed to the Applicant with instructions on how to submit payment. If you have question
the Engineering Division at 510-494-4700 or Engineering@fremont.gov.		
Planning Permit: IMPORTANT! You must pay your required deposit before staff can proce submit nament. If you have questions or issues making your nament, plans control th	ess and route your application for review. If you paid your deposit online, a copy of the receipt has been sent to the Applica a (Income Division of 1510) 404 404 4455 or al point of formant revi	ant via email. If you did not pay your deposit online, a copy of the invoice has been emailed
Rocolot	e naming onuon et (220) - 2-1-2-1-2-0 or paminophenom.gov.	
Receipt		
Your transaction has been successfully submitted. Please print the receipt for your records.		
Print/View Record Print/View Receipt		ng shang The
39550 Liberty St	and the second se	and the second
ISP2023-00043	View Record	View Receipt
13F2023-00043	VIEW RECORD	view recept
A notice was added to this record on 05/22/2023. Condition: Update Property Owner Severity: Notice	20	
Total Conditions: 1 (Notice: 1, Met: 2)		
View additional details		
Print/View Record		
ccess Approval Documents age to retrieve the approval of Record ISP2023-00043: Instant Solar Permit Record Status: Issued - Revision F	: To access the ISP approval documents locuments. Pending	s, click on <b>"Documents"</b> at th
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Record ISP2023-00043: Instant Solar Permit Record Status: Issued - Revision F         Record Info *       Payments *         Condition:       Update Property Owner         Total Condition: 1 (Notice: 1, Met: 2)	To access the ISP approval documents documents.	s, click on <b>"Documents</b> " at th
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Updated: June 21, 2023 Page: 11



## **25. Print Approval Documents:** To access the approval documents, select the "**Actions**" dropdown arrow. Download/print the following documents as listed under the "Type" column:

- 1. SolarAPP+ Approval Documents (Specifications)
- 2. SolarAPP+ Inspection Checklist
- 3. BLD Issued Permit (ISP Permit and Inspection Job Card)
- 4. BLD Permit Application

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