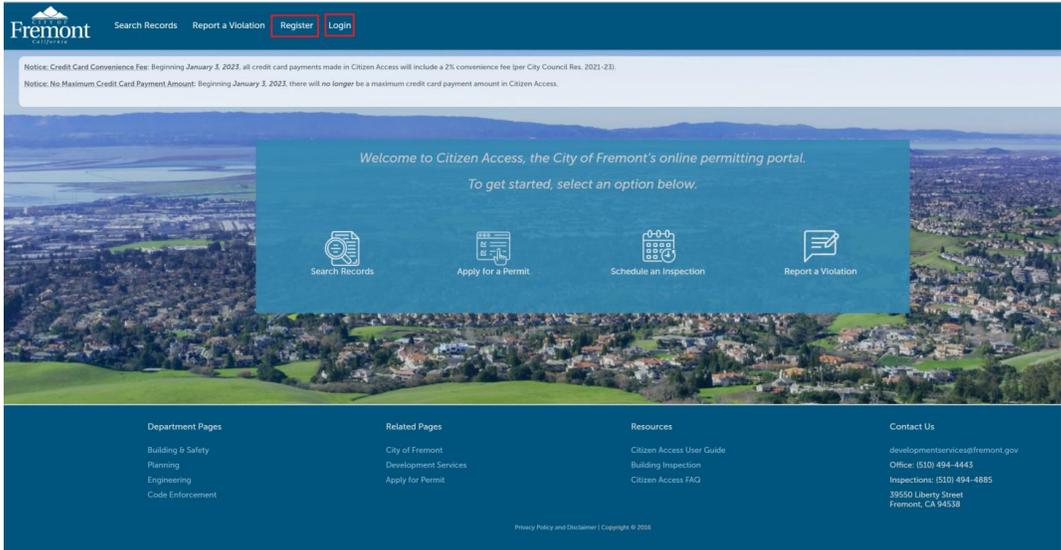


## How To Apply for an Instant Solar Permit (ISP)

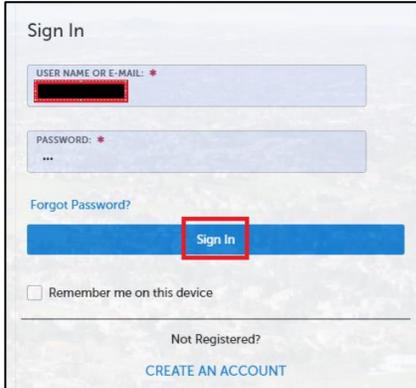
The Instant Solar Permit (ISP) application is only for use by contractors registered with [SolarAPP+](#) and will accommodate roof-mounted solar photovoltaic panel installations with or without an energy storage system. Eligibility requirements for SolarAPP+ are found [here](#).

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. *No other work is permitted through the Instant Solar Permit.* 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 Webpage:</b> Navigate to Fremont’s online permitting portal, Citizen Access, found here: <a href="https://fremont.gov/citizenaccess">https://fremont.gov/citizenaccess</a> .
2.	<p>A Fremont Citizen Access account is required to apply for an ISP permit. If an account is needed, select <b>“Register.”</b> Once an account has been created in Citizen Access, select <b>“Login”</b> to access the account.</p> 

3. Input **User Name** and **Password**, then click on **“Sign In.”**



Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

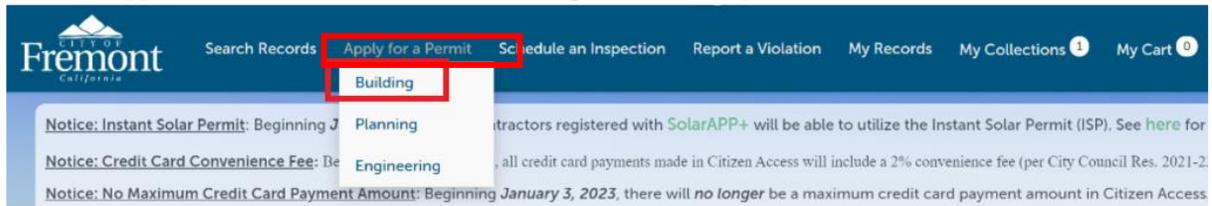
Sign In

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

4. Click on **“Apply for a Permit”** and select **“Building”** from the dropdown list.



Search Records **Apply for a Permit** Schedule an Inspection Report a Violation My Records My Collections 1 My Cart 0

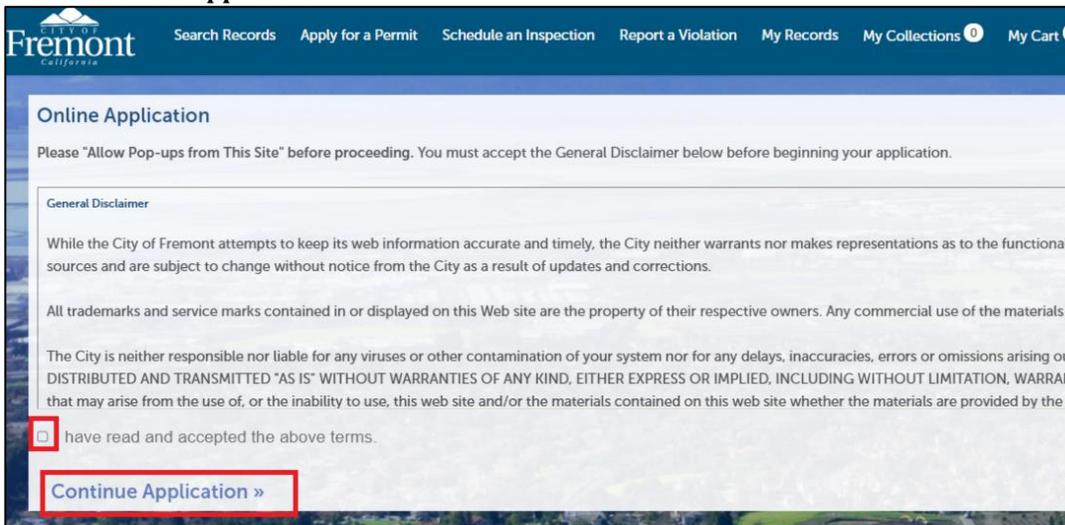
Building

Notice: Instant Solar Permit: Beginning January 3, 2023, contractors registered with SolarAPP+ will be able to utilize the Instant Solar Permit (ISP). See [here](#) for more information.

Notice: Credit Card Convenience Fee: Beginning January 3, 2023, all credit card payments made in Citizen Access will include a 2% convenience fee (per City Council Res. 2021-2022).

Notice: No Maximum Credit Card Payment Amount: Beginning January 3, 2023, there will **no longer** be a maximum credit card payment amount in Citizen Access.

5. Read the **Online Application** terms and then click within the box **“I have read and accepted the above terms.”** Click **“Continue Application.”**



Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Fremont attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functional accuracy of the information and are subject to change without notice from the City as a result of updates and corrections.

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The City is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of the use of, or the inability to use, this web site and/or the materials contained on this web site whether the materials are provided by the City of Fremont or a third party.

I have read and accepted the above terms.

[Continue Application >>](#)



**8. Step 2: Location Information:** Input the street number and a partial street name, then click **“Search.”**

**Step 2: Location Information**

**Address**

*Directions:* 1) Input the address number (e.g., 12364), 2) a partial street name (e.g., use Fre for Fremont), 3) select Search. If a list of addresses queries, select your specific address, then click Select.  
*NOTE:* Once a property has been selected and validated, it will populate in the "Property Selected" fields.

Street No.: 39550      Street Name: Lib      Unit No.:

Property Selected  
DO NOT INPUT

City:  
FREMONT

**Search**    Clear

*Address Search Result:* If there is only one address match, the address, parcel, and owner will automatically populate. If not, choose from the address list.

**Address Search Result List**

**Addresses**

*Directions:* Select the address for this permit request. If the address is not listed, scroll down and select Cancel.

Showing 1-2 of 2

Address
<input checked="" type="radio"/> 39550 Liberty St
<input type="radio"/> 39550 Logan Dr

**Select**    Cancel

*Parcel and Owner:* The parcel and owner will query from the City’s parcel database. Scroll to the bottom and click on **“Select.”**

**Address Search Result List**

Showing 1-1 of 1

Parcel Number
<input checked="" type="radio"/> 525 164701301

**Associated Owners**

*Directions:* Select the owner associated with the permit request address. If the owner information is incorrect, leave it as is. After selecting an owner, click on Select.  
*NOTE—*An owner must be selected prior to submitting the permit request. If the current owner is not listed, select the available owner. Changes in owner information will be corrected by City staff after the permit request is submitted and the ownership change has been verified.

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CITY OF FREMONT	PO BOX 5006 FREMONT CA 94537-5006

**Select**    Cancel

**9. Owner Information:** Verify if property owner information is correct. If the property owner information is not correct, select **“No.”** Proof of current ownership will be required in the Documents section before the ISP is approved. Click **“Continue Application.”**

**Owner Information**

*Directions:* 1) Select "Yes" if owner information is correct, or 2) Select "No" if the owner information is incorrect. Where prompted, upload current property title to provide verification of the current owner. The permit request will not be issued, approved, or scheduled for public hearing until the property owner documentation is provided.  
*\*\*Proof of current ownership (e.g., property tax assessment bill, property title) must be uploaded as a document to this permit request prior to issuance of the permit.\*\**

Is Property Owner Information Correct?     Yes     No

Save and resume later      **Continue Application**

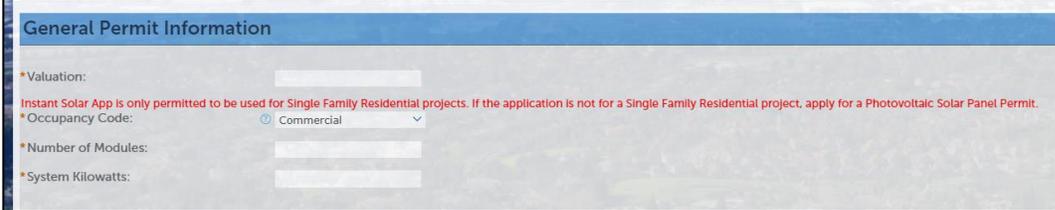
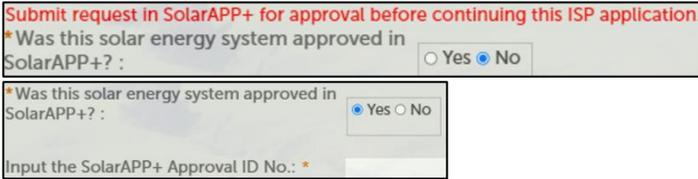
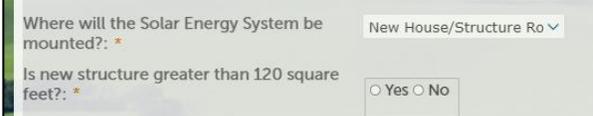
**10. Step 3: Contact Information – Work Performed By:** Only licensed contractors are allowed to apply for and install an Instant Solar Permit (ISP). As such, the only option under **“Work Performed By?”** is **“Licensed Contractor.”** Click **“Continue Application.”**

**11. Step 3: Contact Information – Applicant/Additional Contacts/Licensed Professional:** 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 **“Look Up”** to add the licensed contractor.

**CSLB Look Up:** Enter the **“State License Number”** and click **“tab”** or **“enter”** information.

The licensed contractor information is exported from the CSLB website and cannot be updated. Enter the licensed contractor’s email address. Click **“Save and Close.”**

Click **“Continue Application”** at bottom right corner of the page.

12.	<p><b>Step 4: Permit Information: Enter the Project Name and Scope of Work.</b></p> 
13.	<p>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.</p> 
14.	<p><b>SolarAPP+ Information:</b> 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 <b>red text</b> notice will appear and stop the application process.</p> 
15.	<p>Provide the SolarAPP+ approval number.</p> <p><b>Submit request in SolarAPP+ for approval before continuing this ISP application.</b></p> 
16.	<p>SolarAPP+/Instant Solar Permit only allow Roof Mounted systems. All other installations must apply for a Solar Photovoltaic Permit.</p>  <p>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.</p> 

	<div data-bbox="224 268 1286 420"> <p>Is new structure greater than 120 square feet?: *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>The new structure requires a plan review. Request a building "Permit" for plan review of the new house/structure before completing this ISP application.</p> <p>Has a Building Permit been issued for the new home/structure?: *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div data-bbox="224 424 922 638"> <p>Is new structure greater than 120 square feet?: *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Has a Building Permit been issued for the new home/structure?: *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Provide Building Permit Number (eg. BLD2023-12345): *</p> <p><input type="text"/></p> </div> <p>If the solar system will be installed on an existing structure, there are no additional questions.</p> <div data-bbox="224 688 889 760"> <p>Where will the Solar Energy System be mounted?: *</p> <p>Existing House Roof <input type="button" value="v"/></p> </div>
<p>17.</p>	<p><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.</p> <div data-bbox="224 907 857 978"> <p>* What is the ampage of the existing main service panel?:</p> <p><input type="text" value="200"/></p> </div> <div data-bbox="224 982 889 1192"> <p>* Will an electrical main service panel upgrade be required?:</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Does your approval with SolarAPP+ consist of the EL Meter Upgrade?: *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>What is the ampage of the electrical main service panel that is being installed?: *</p> <p><input type="text"/></p> </div> <div data-bbox="224 1197 815 1285"> <p>* Will an electrical main service panel upgrade be required?:</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>
<p>18.</p>	<p>Electrical Vehicle Chargers (EV Units) and Solar Roof Tiles may <b>not</b> 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.</p> <div data-bbox="224 1432 1295 1621"> <p>Electrical Vehicle Charging Unit permits may not be combined with SolarApp+ Instant Permits. Create a new Photovoltaic Solar Permit.</p> <p>* Will an Electrical Vehicle Charging Unit be installed at the same time? :</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Solar Roof Tiles may not be combined with SolarApp+ Instant Permits. A Photovoltaic Solar Panel Permit shall be applied for.</p> <p>* Will Solar Tiles be installed? :</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>
<p>19.</p>	<p><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+.</p> <div data-bbox="224 1768 889 1990"> <p>* Will an Energy Storage System (ESS) be installed?:</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How many ESS will be installed?: *</p> <p><input type="text"/></p> <p>What is the total kWh of the ESS?: *</p> <p><input type="text"/></p> <p>* Where will the ESS be installed?:</p> <p>--Select-- <input type="button" value="v"/></p> </div>

How many ESS will be installed?: \*

Will the individual ESS units separated by at least 3 feet?: \*  Yes  No

Will the ESS batteries be stacked?: \*  Yes  No

---

**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?:

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.

Name	Type
No records 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%
approval-document-pv-	100%
Sample Authorization of	100%
Sample Document.pdf	100%
Sample Specifications.pdf	100%

**Continue** **New** **Remo**

**Select Document Type:** Ensure to select the correct document “**Type**.” If a document listed is missing, the application not proceed. Once all required documents are uploaded, click “**Save**.”

**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.

Name	Type	Description
No records found.		
* Type:	Property Owner Verification	* Description: Doc
* Type:	SolarAPP+ Approval Docurr	* Description: Doc
* Type:	SolarAPP+ Inspection Chec	* Description: Doc
* Type:	Homeowner Acknowledgerr	* Description: Doc
* Type:	ESS UL9540 Test Report	* Description: Doc

**Save** **New** **Remove All**

After verifying the correct documents are uploaded and saved, click “**Continue Application**.”

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Instant Solar Permit**

1 2 3 Contact Information 4 Permit Information 5 Document Requirements 6 Review 7 Pay Fees 8

**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

**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.

Name	Type	Size	Lastm Update	Action
approval-document-pw-additional-example.pdf	Property Owner Verification	9.12 KB	06/22/2023	Actions
approval-document-pw-example.pdf	SolarAPP+ Approval Documents	928.89 KB	06/22/2023	Actions
Sample Authorization of Agent.pdf	SolarAPP+ Inspection Checklist	36.20 KB	06/22/2023	Actions
Sample Document.pdf	Homeowner Acknowledgement Instant Solar Permit (ISP)	928.89 KB	06/22/2023	Actions
Sample Specifications.pdf	ESS UL9540 Test Report	2.45 MB	06/22/2023	Actions

**New**

Save and resume later **Continue Application »**

**21. Step 6: Review:** Review the application information provide and **“Edit”** where corrections are required. Review the **Owner-Builder Declaration**. Agree to the certification by checking the box **“By clicking this box, I agree to the above certification.”** Click **“Continue Application.”**

**22. Step 7: Pay Fees:** The Instant Solar Permit is an **“Express Permit”** for fee payment purposes. Review the provided information. Click **“Check Out”** to pay the fees.

Fees	Qty.	Amount
Instant Solar Permit Inspection	1	\$179.40
CPF-Instant Solar Permit Inspection	1	\$26.91

TOTAL FEES: \$206.31  
 NOTE: This does not include any additional Re-Inspection Fees and any additional reviews that may occur for any changes or alterations to approved set of plans.

23. **Receipt:** After the fees have been paid, the ISP will automatically issue. To access the receipt, select “**View Receipt.**” Select the record number (starting with ISP) to access the approval documents.

**Step 3: Receipt/Record Submittal**  
 Compliant Received: There are no fees and no receipt to report a code complaint. The complaint 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 print. To access your documents:  
 Click on “My Records” to locate your permit record.  
 Open the permit record by clicking on the permit number.  
 Once the permit record is open and select the “Documents” tab.  
 Click the “action” pull down to download and print your issued permit and inspection job card.

Engineering Permits: **IMPORTANT!** If you submitted a Tract Map application, the required deposit of \$15,000 is due before staff can process and route your application for review. A copy of the invoice has been emailed to the Applicant with instructions on how to submit payment. If you have questions or issues m the Engineering Division at 510-494-4700 or Engineering@fremont.gov.

Planning Permit: **IMPORTANT!** You must pay your required deposit before staff can process and route your application for review. If you paid your deposit online, a copy of the receipt has been sent to the Applicant via email. If you did not pay your deposit online, a copy of the invoice has been emailed to the Appl submit payment. If you have questions or issues making your payment, please contact the Planning Division at (510) 494-4344 or planinfo@fremont.gov.

**Receipt**

✔ Your transaction has been successfully submitted.  
 Please print the receipt for your records.

[Print/View Record](#) [Print/View Receipt](#)

**39550 Liberty St**

**ISP2023-00043** [View Record](#) [View Receipt](#)

ⓘ A notice was added to this record on 05/22/2023.  
 Condition: Update Property Owner Severity: Notice  
 Total Conditions: 1 (Notice: 1, Met: 2)

[View additional details](#)

[Print/View Record](#)

24. **Access Approval Documents:** To access the ISP approval documents, click on “**Documents**” at the top of the page to retrieve the approval documents.

**Record ISP2023-00043:**  
**Instant Solar Permit**  
**Record Status: Issued - Revision Pending**

Record Info ▾ Payments ▾ Conditions ⓘ **Documents**

ⓘ A notice was added to this record on 05/22/2023.  
 Condition: Update Property Owner Severity: Notice  
 Total Conditions: 1 (Notice: 1, Met: 2) [View Condition](#)

**Work Location**

39550 Liberty St \*

**Record Details**

<b>Applicant:</b> [REDACTED] COF 39550 Liberty Street Fremont, CA, 94538 United States Phone 1: [REDACTED] [REDACTED]	<b>Licensed Professional:</b> [REDACTED] United States Phone [REDACTED] Contractor [REDACTED]
<b>Project Information:</b> Test Test	<b>Owner:</b> CITY OF FREMONT * PO BOX 5006 FREMONT CA 94537 500

**More Details**

- ▣ Additional Information
- ▣ Application Information
- ▣ Parcel Information

**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

Record **ISP2023-00043:**  
**Instant Solar Permit**  
 Record Status: **Issued - Revision Pending**

Record Info | Payments | Conditions 1 | Documents

A notice was added to this record on 05/22/2023.  
 Condition: Update Property Owner Severity: Notice  
 Total Conditions: 1 (Notice: 1, Met: 2) [View Condition](#)

**Documents**

Attachments (7)

File Name	File Size	Status	Type
approval-document-pv-additional-example.pdf	9.12 MB	Uploaded	Property Owner Verification
[Redacted]	928.89 kB	Uploaded	SolarAPP+ Approval Documents
[Redacted]	38.2 kB	Uploaded	SolarAPP+ Inspection Checklist
Sample Document.pdf	928.89 kB	Uploaded	Homeowner Acknowledgement Instant Solar Permit (ISP)
Sample Specifications.pdf	2.45 MB	Uploaded	ESS UL9540 Test Report
/ISPermit_20230522_122214.pdf	546.18 kB	Uploaded	BLD Issued Permit
[Redacted]	544.32 kB	Uploaded	BLD Permit Application

**IMPORTANT:** These four documents must be printed and made available to the inspector until the ISP record is finalized. If the documents are not available to the inspector, the inspection may be cancelled, and additional inspection fees will be required.

**26. Schedule Inspections:** To schedule inspections, do the following:

1. Login to Citizens Access account
2. Select “**My Records**”
3. Click on the ISP record number than an inspection needs to be requested
4. Click on “**Record Info**” then “**Inspections**” from the dropdown list

Record **ISP2023-00043:**  
**Instant Solar Permit**  
 Record Status: **Issued - Revision Pending**

Record Info | Payments | Conditions 1 | Documents

A notice was added to this record on 05/22/2023.  
 Condition: Update Property Owner Severity: Notice  
 Total Conditions: 1 (Notice: 1, Met: 2) [View Condition](#)

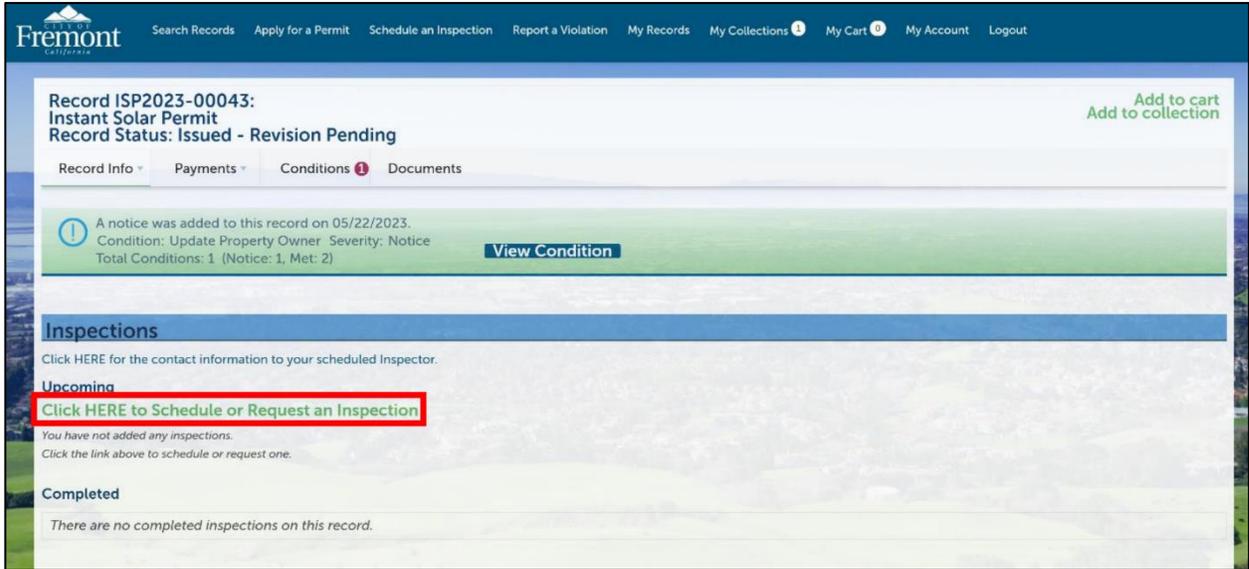
**Record Info** (dropdown menu):

- Record Details
- Processing Status
- Related Records
- Inspections**

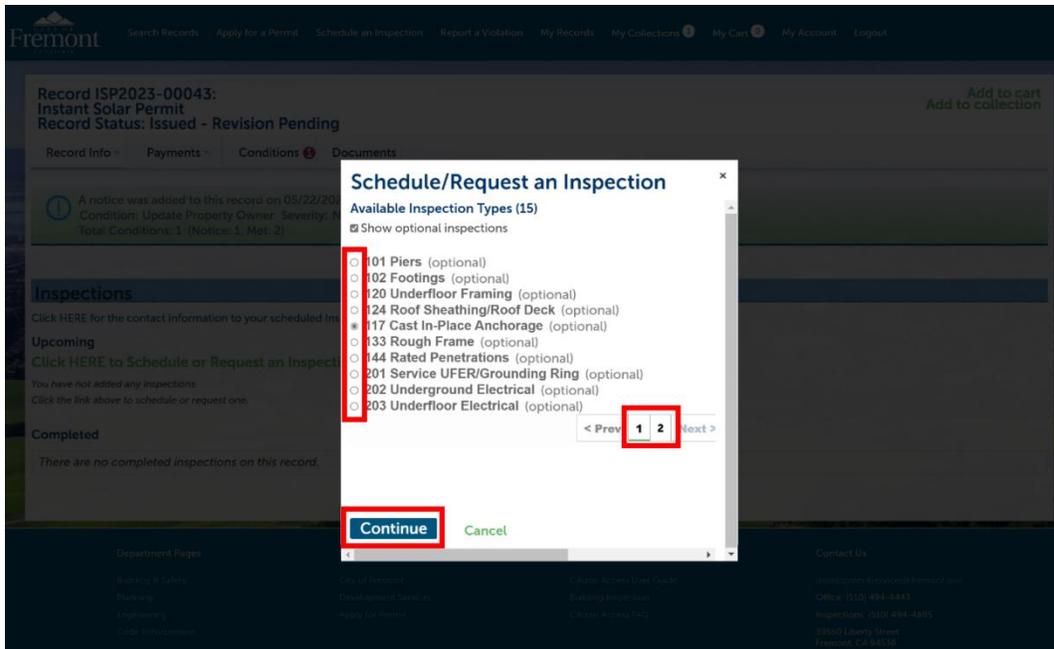
**Work Location**  
 39550 Liberty St \*

**Record Details**

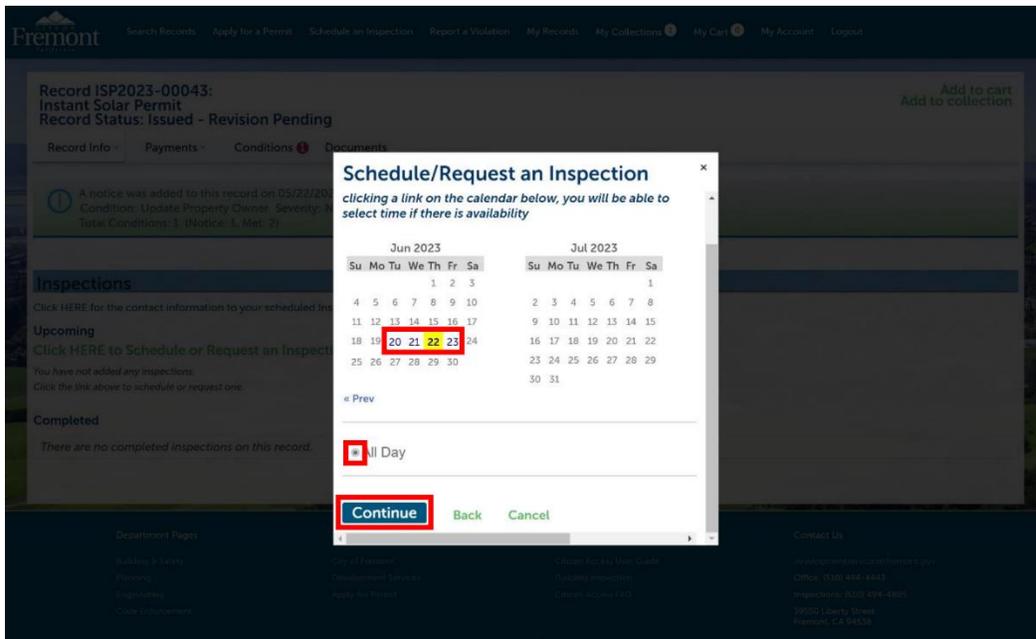
5. Click on **“Click HERE to Schedule or Request an Inspection”**



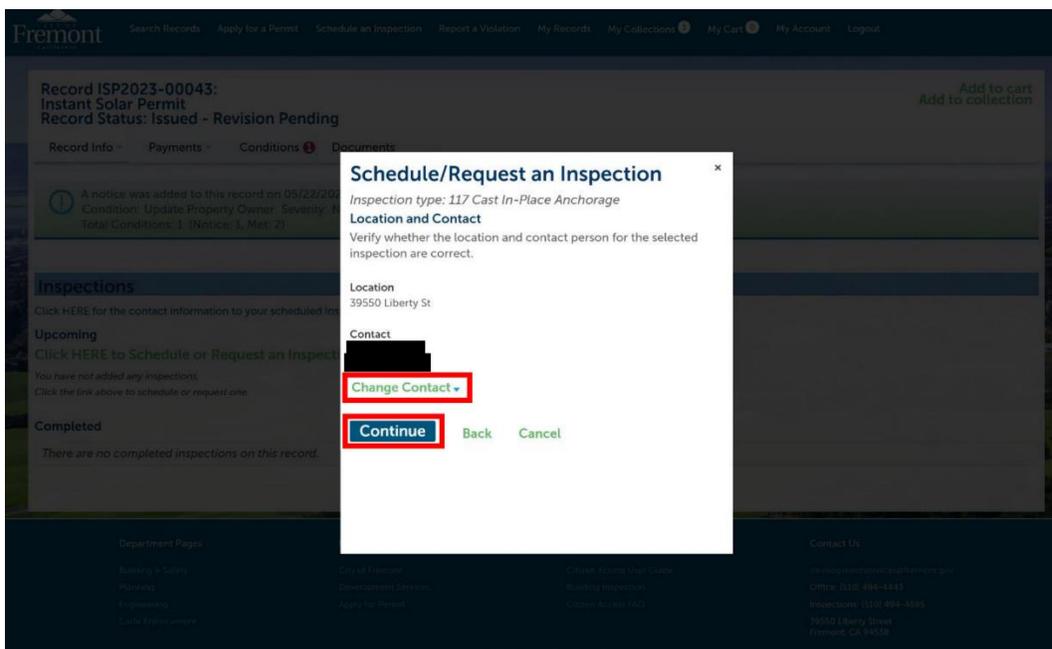
6. Select the radial dial button (circle) next to the needed inspection type. If multiple pages of inspection types are available, select the next page to find the needed inspection type.
7. Select **“Continue.”**



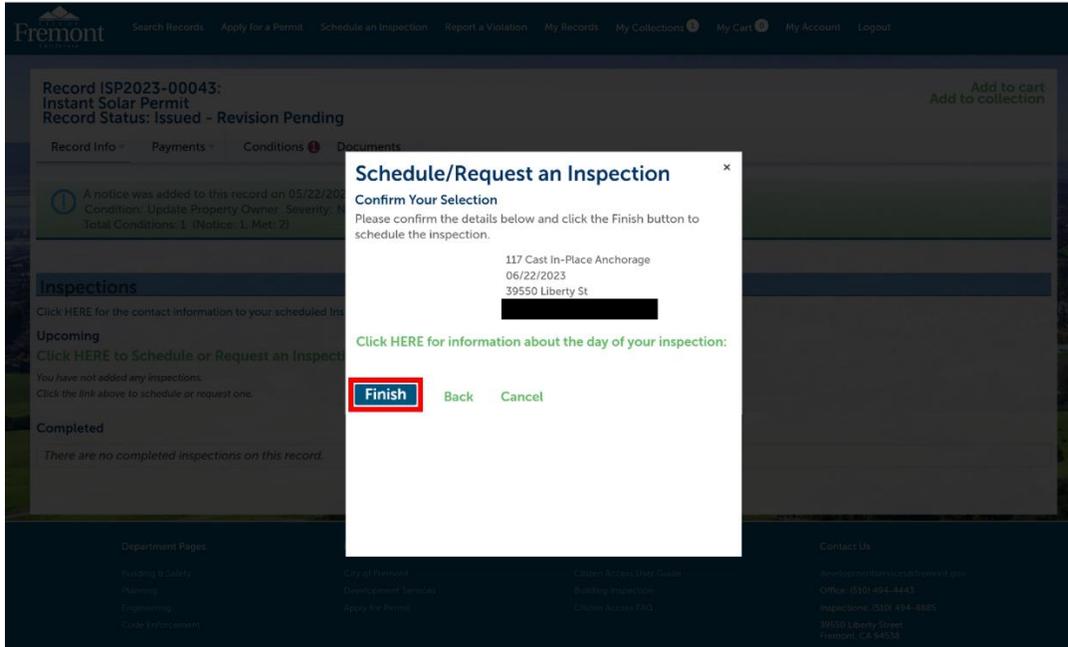
8. Click on an available inspection date shown in **bold**. Date will highlight yellow after selected.
9. Click **“All Day.”**
10. Click **“Continue.”**



11. Verify inspection contact.
12. Click **“Change Contact”** to update the contact for the inspection.
13. Select **“Continue.”**



14. Confirm requested inspection information. Select **“Finish.”**



15. Requested inspection will display in the record in Citizen Access. Specific inspector arrival information will be emailed to the applicant and contractor the evening before the inspection date. Additional information about inspections is available at: <https://city.fremont.gov/inspections>

