

How to Apply for a Revision/Amendment to an Issued Instant Solar Permit (ISP)

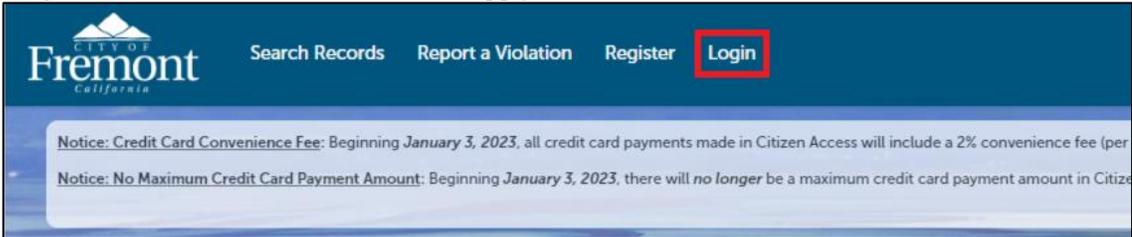
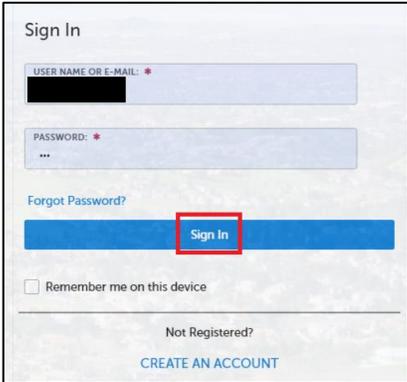
The **Instant Solar Permit Amendment** record is only for solar contractors with an issued Instant Solar Permit (ISP) who have already received approval of the modification/revision through SolarAPP+.

Amendments may include:

- Replacing and/or upgrading the main electrical service.
- Adding, relocating, or updating the solar panel brand/model.
- Adding, relocating, or updating the Energy Storage System (ESS) brand/model.

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 Renewable Energy Permit application, including plan review.

Item	Action
1.	Online Permitting Webpage: Navigate to Fremont’s online permitting portal, Citizen Access, found here: https://fremont.gov/citizenaccess
2.	<p>“Login” to Citizen Access account used to apply for the issued Instant Solar Permit.</p> 
3.	<p>Enter User Name and Password, then click “Sign In.”</p> 
4.	<p>Click “My Records.”</p> 

5. Locate the ISP record and select **“Amendment”** at the far right to initiate the revision request.

Building

Showing 1-20 of 55 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Record #	Date	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	ISP2023-00043	05/22/2023	Instant Solar Permit	Test	39550 Liberty St	Issued	Amendment

6. **Step 1: Acknowledgement:** Review the **Acknowledgement** and click the box to accept it. Click **“Continue Application.”**

Instant Solar Revision

1 Acknowledgement 2 Location Information 3 Contact Information 4 Revision Information 5 Document Requirements 6 7 8

Step 1: Acknowledgement > Acknowledgement

The Instant Solar Permit Amendment record is only for solar contractors with an issued Instant Solar Permit (ISP) who have already received approval of the modification/revision through SolarAPP+.

Eligibility requirements for SolarAPP+ are found at: <https://solarapp.nrel.gov/eligibility/PV.pdf>

Amendments may include:

- Replacing/upgrading the main electrical service.
- Adding, relocating, or updating the solar panel brand/model.
- Adding, relocating, or updating the Energy Storage System (ESS) brand/model.

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 Renewable Energy Permit application, including plan review.

Required Documents:

- Revised/Amended SolarAPP+ Inspection Checklist: This is the revised inspection checklist issued by SolarAPP+ that reflects the amendment to the initial SolarAPP+ approval.
- Revised/Amended SolarAPP+ Approval Documents: Attach revised approval documents, including specifications, that approved by the SolarAPP+.
- Revision Narrative: A detailed revision narrative outlining the changes made, the location of the changes, and the detail numbers included in the modified SolarAPP+ approval.

* indicates a required field.

Custom Fields

* Acknowledgement:

Save and resume later Continue Application »

7. **Step 2: Location Information:** The address, parcel, and owner information will automatically copy from issued ISP record. Click **“Continue Application.”**

Step 2: Location Information > Page 1

* indicates a required field

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: Liberty St Unit No.:

Property Selected: 39550 Liberty St

City: Fremont

Search Clear

Parcel

Directions: Use the address search to auto populate the parcel number.

* Parcel Number: 525 164701301

Search Clear

Owner

If the owner information is incorrect and has recently changed, click NO in the next section entitled Verify Owner Information. You will not be able to submit your application without proof of new ownership and a notice will be placed on your permit until the Property Owner information has been updated by city staff.

Owner Name: CITY OF FREMONT Address Line 1: PO BOX 5006

City: FREMONT State: CA Zip: 94537 500

Search Clear

Save and resume later Continue Application »

8. **Step 3: Contact Information:** The “Applicant” information will automatically be pulled from the Parent Record (initially approved record). The Licensed Contractor information will need to be queried. Click **“Look Up”** to add the licensed contractor information.

CSLB Look Up: Input the **“State License Number”** and click **“tab”** or **“enter”** on the keyboard.

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

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

9. **Step 4: Revision Detail:** The project name will copy from the issued Instant Solar Permit (ISP) record. Enter the **“Scope of Work”** for the revision.

<p>10.</p>	<p>SolarAPP+ Revision Approval: Respond to the ISP revision questions about the SolarAPP+ Revision approval.</p> <div data-bbox="285 312 989 457"> <p>*Has this revision been approved through Solar APP+?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Approval ID Number: * <input type="text"/></p> </div> <div data-bbox="285 459 989 562"> <p>Submit request in SolarAPP+ for approval before continuing this ISP application.</p> <p>*Has this revision been approved through Solar APP+?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>
<p>11.</p>	<p>Main Service Panel: Respond to questions about the main service panel. If the ISP revision includes an upgrade to the main service panel, it must be included in the SolarAPP+ Revision approval.</p> <div data-bbox="285 648 837 735"> <p>*Will an Electrical Main Service Panel Upgrade be added to record?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div data-bbox="285 737 945 898"> <p>*Will an Electrical Main Service Panel Upgrade be added to record?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>What is the new electrical service panel ampage?: * <input type="text"/></p> </div>
<p>12.</p>	<p>Modification to Solar Panels: Respond to questions about the solar panels.</p> <div data-bbox="285 951 927 1043"> <p>*Will additional solar panel modules be installed?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div data-bbox="285 1045 1065 1247"> <p>*Will additional solar panel modules be installed?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Number of Additional Modules: * <input type="text"/></p> <p>Additional Kilowatts: * <input type="text"/></p> </div>
<p>13.</p>	<p>Energy Storage Systems (ESS). Any modifications to the ESS must be included in the SolarAPP+ Revision approval. 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="285 1398 980 1501"> <p>*Adding an Energy Storage System (ESS)?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div data-bbox="285 1503 1070 1768"> <p>*Adding an Energy Storage System (ESS)?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>What is the total kWh of ESS?: * <input type="text"/></p> <p>Where will the ESS be installed?: * --Select-- <input type="button" value="v"/></p> <p>How many ESS will be installed?: * <input type="text"/></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

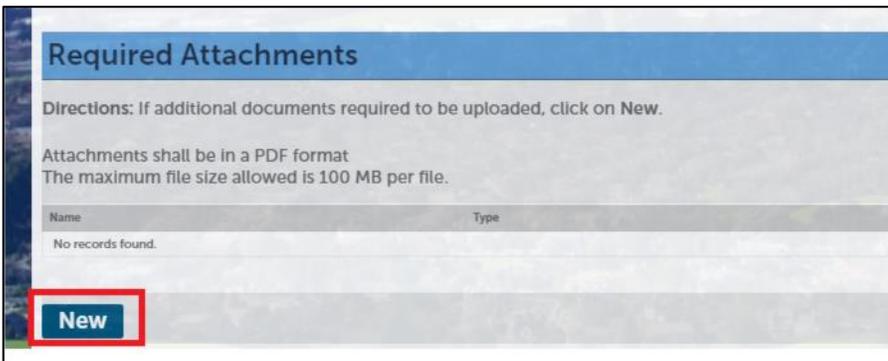
Provide UL 9540a test report for verification of stacked battery system

Will the ESS batteries be stacked?: * Yes No

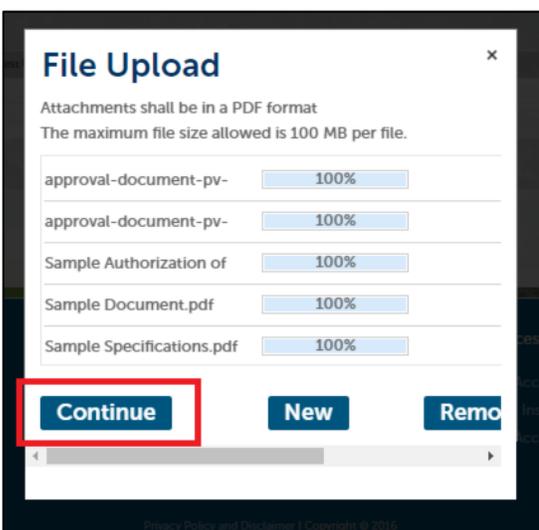
No interior ESS installations qualify for the SolarApp+ Instant solar permit program

*Where will the ESS be installed?:

14. Step 5: Document Requirements: Upload the documents listed at the top of this page. To upload a document, click **"New."**



When the documents are uploaded, click **"Continue."**



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	Size
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+ Approval Documents
 SolarAPP+ Inspection Checklist
 Homeowner Acknowledgement Instant Solar Permit (ISP)
 ESS UL9540 Test Report

* Indicates a required field

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	Latest Update	Action
approval-document-pr-additional-example.pdf	Property Owner Verification	9.12 MB	05/22/2023	Actions
approval-document-pr-example.pdf	SolarAPP+ Approval Documents	928.89 KB	05/22/2023	Actions
Sample Authorization of Agent.pdf	SolarAPP+ Inspection Checklist	36.20 KB	05/22/2023	Actions
Sample Document.pdf	Homeowner Acknowledgement Instant Solar Permit (ISP)	928.89 KB	05/22/2023	Actions
Sample Specifications.pdf	ESS UL9540 Test Report	2.45 MB	05/22/2023	Actions

[New](#)

[Save and resume later](#) [Continue Application »](#)

15.

Step 6: Review: Review the application information provided and “Edit” where corrections are required. Review the certification at the bottom of the page and click the box to accept it. Click **“Continue Application.”**

Instant Solar Revision

1 2 3 4 **Revision Information** 5 Document Requirements 6 Review 7 Pay Fees 8 Record Submitted

Step 6: Review [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections, as necessary. To proceed, sign the Disclaimer by checking the box and click "Continue Application".

Record Type
Instant Solar Revision

Custom Fields

Acknowledgement: Yes [Edit](#)

Address [Edit](#)
39550 Liberty St

Parcel [Edit](#)
Parcel Number: [REDACTED]

Owner
CITY OF FREMONT
PO BOX 5006
FREMONT CA 94537 500

Applicant [Edit](#)
COF
39550 Liberty Street
Fremont, CA, 94538
United States
Phone: [REDACTED]
E-mail: [REDACTED]

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 05/22/2023

[Save and resume later](#) [Continue Application »](#)

16. Step 7: Pay Fees: Review the additional fees. If the scope of work has expanded to include additional electrical components, additional fees will be assessed. Click **“Check Out”** to pay the fees.

Instant Solar Revision

1 2 3 4 Revision Information 5 Document Requirements 6 Review 7 **Pay Fees** 8 Record Submitted

Step 7: Pay Fees

Express Permits: Only one fee payment is required for residential Express Permits. Listed below are the permit fees, which are based upon the information you've provided. Some fees are based on the quantity of work items installed or repaired, and others are based on the valuation of your project.

Solar Permit: Payment of the fees will be due upon submittal. Once your submittal has been reviewed for completeness, the remaining inspections fees may be invoiced, and an e-mail will be sent to the applicant. After payment of fees, your plans will be routed for review. Your permit will be issued upon plan approval.

Fire Permits: Only the application fee is due at submittal. Once your submittal has been received, it will be reviewed for completeness, staff may request additional forms, documents and/or plans to be submitted prior to routing your plans for review. Plan check fees will be invoiced and required to be paid prior to having your plans routed for review.

Temporary Permits: Only the application fee is due at submittal. Once your submittal has been received, it will be reviewed for completeness, staff may request additional forms, documents and/or plans to be submitted prior to routing your plans for review. Plan check fees will be invoiced and required to be paid prior to having your plans routed for review.

Building Permits requiring a Plan Review: Your application has been submitted. Your submittal will be reviewed for completeness, staff may request additional forms, documents and/or plans to be submitted prior to routing your plans and forms for review. Plan check fees will be invoiced and required to be paid prior to having your plans routed for review.

Application Fees

Fees	Qty.	Amount
ELE Permit Application	1	\$50.00
ELE Minimum Permit Fee	76.2	\$76.20
Service Panel	200	\$13.80
CPF-Electrical Permit	1	\$13.50

TOTAL FEES: \$153.50
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.

[Check Out »](#)

17. 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 making your payment please contact 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, please contact the Planning Division at (510) 494-494-4455 or planinfo@fremont.gov.

Receipt

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

[Print/View Receipt](#)

39550 Liberty St

ISP2023-00043-001

[View Receipt](#)

18.

Access Approval Documents: To access the ISP Amendment/Revision approval documents, click on **"Documents"** at the top of the page to retrieve the approval documents.

Record ISP2023-00043-001:
Instant Solar Revision

Record Info - Payments - **Documents**

Work Location
39550 Liberty St *

Record Details

Applicant: COF 39550 Liberty Street Fremont, CA, 94538 United States Phone 1:510- [REDACTED]	Licensed Professional: [REDACTED] United States Phone [REDACTED] Contractor [REDACTED]
Project Information: Test Test	Owner: CITY OF FREMONT * PO BOX 5006 FREMONT CA 94537 500

More Details
Application Information
Parcel Information

19.

Print SolarAPP+ Revision Approval Documents: The SolarAPP+ Revision approval documents must be printed and kept on-site for the inspectors use:

- SolarAPP+ Revision Approval Documents (Specifications)
- SolarAPP+ Revision Inspection Checklist

IMPORTANT: These two revision documents, as well as the *ISP Permit and Inspection Job Card* and *BLD Permit Application*, must be printed and made available to the inspector until the ISP record is finalized. If the documents are not available for the inspector, the inspection may be cancelled, and additional inspection fees will be required.