

Solar Photovoltaic (PV) Ground-Mounted

Installation of ground-mounted solar PV system, including optional electric vehicle (EV) charging and energy storage system (ESS, battery storage)

This checklist provides steps and minimum requirements for a complete building permit submission. Each project is unique and additional requirements may be needed. Please note this is *not* an exhaustive list. And this is *not* a plan review correction list. All applications, plans and supporting documents shall be submitted through our [Electronic Online Portal](https://acpermit.acgov.org/Portal/#/). (<https://acpermit.acgov.org/Portal/#/>)

APPLICABLE CODES: California Building Standards Codes (currently 2022) as adopted by Alameda County Municipal Code, [Ordinance No. 2022-58](#), Chapters 15.08, 15.12, 15.16 & 15.20.

Step 1. PORTAL REGISTRATION / SIGN IN

NEW USER:

- ☐ See instructional videos “Portal Overview”, “User Registration”, and “Submitting Application”.
- ☐ Create new user account at [Electronic Online Portal](#). Follow instructions on portal.
- ☐ For assistance, please contact (510) 670-5440 or permitbid@acpwa.org.

EXISTING USER:

- ☐ Sign in at [Electronic Online Portal](#)

Step 2A. PLANNING/ZONING VERIFICATION

OBTAIN PLANNING DEPARTMENT APPROVAL:

- ☐ Submit electronically at [Electronic Online Portal](#)
- ☐ Select “Create New Application”.
- ☐ Apply for “*Building Applications Requiring Plan Review*”.
- ☐ Find address or parcel. Follow instructions on portal.
- ☐ Check your email notifications for Planning Dept. corrections or instructions (as applicable).

Step 2B. ENVIRONMENTAL HEALTH DEPARTMENT VERIFICATION

OBTAIN ENVIRONMENTAL HEALTH DEPARTMENT (E.H.D.) APPROVAL:

- ☐ For parcels with onsite wastewater system (OWS), applicant must first obtain release letter from E.H.D. before proceeding to the next step. Applicant to contact dehowts@acgov.org.
- ☐ Applicant to upload EHD release letter to [Electronic Online Portal](#) to continue the process.

Step 3. BUILDING PERMIT APPLICATION

COMPLETED APPLICATIONS:

- ☐ For ground-mounted solar farm project (on multiple parcels), applicant may submit one complete set of drawings for a plan check case. At permit issuance, separate building permits will be issued for each separate parcel.
- ☐ Applicant shall provide parcel information including 1) parcel number, 2) legal parcel owner, 3) access gate # & address, 4) itemized proposed construction and valuation per parcel.
- ☐ Solar PV permit fees may be limited by California assembly bill AB-1124 (except those projects designed for procurement of electricity by an electric utility).

TYPICAL PLAN SUBMITTAL REQUIREMENTS:

- ☐ Submit one complete PDF file (not separate files for each trade).
- ☐ Scale (as applicable to plans and details)
- ☐ Cover sheet / title page
 - Project address(es) & parcel #(s)
 - Project engineer(s) contact info
 - Scope of work & complete description
 - Reference applicable Calif. Building Standards codes
 - Occupancy classification, construction type, fire sprinkler (applicable for buildings)
- ☐ Sheet index for all plans (include all applicable trades)
- ☐ Electronic stamps & signatures accepted.
- ☐ Site plan
 - All property lines, all structures, and distances from all structures to property lines
 - Dimensions of all property lines.
 - Easements (as applicable)
 - Any site work including landscaping, site retaining walls, pools, etc.
 - Show any septic system
 - Show utility meter locations (gas, electric and water)
 - North arrow and drawing scale
- ☐ Solar array plans
 - Scale (as applicable to plans and details)
 - Fully-dimensioned proposed work.
- ☐ Structural
 - Foundation plans & structural details
 - Structural calculations
- ☐ Electrical plans
 - Electrical engineer required for commercial PV projects (Calif. Business & Professions Code 5537 & 5538).
- ☐ Electric vehicle charging stations (EVCS) shall meet ADA accessibility requirements per CBC Chapter 11B and Cal Green.
- ☐ Energy storage systems (ESS) shall meet the requirements of California Electrical Code.
- ☐ CalGreen [Checklist](#) (non-residential) shall be included directly in plans
- ☐ Civil plans (as applicable for site improvements such as grading & drainage)

OTHER REQUIRED DOCUMENTS:

- ☐ Construction & Demolition Debris (C&D) form completed on [portal](#).
- ☐ Geotechnical report and review letter (as needed)
- ☐ Special Inspections [forms](#) (as needed)

Step 4. PLAN REVIEW

INITIAL INTAKE:

- ☐ Initial intake: 5-10 business days
- ☐ Permit technician review plans and supporting documents for completeness
- ☐ After building permit fee is collected, the building permit application will be routed for department review (E.g. Building, Fire, Development Engineering).

DEPARTMENT PLAN REVIEW¹:

- ☐ Building Department
- ☐ Fire Department
- ☐ Development Engineering – Projects with right-of-way encroachment, stormwater review C3/C6, grading (as applicable)
- ☐ Environmental Health (septic OWS) – Confirmation review only

TIMELINES FOR BUILDING DEPARTMENT PLAN REVIEW²:

- ☐ First review: 20-30 business days
- ☐ Subsequent reviews: 10-15 business days

¹ **Note:** Plans are routed electronically to each department for review. See plan review comments on portal and/or follow up with respective departments.

² **Note:** Plan review corrections must also be resolved with other departments (as applicable).

Step 5. PERMIT ISSUANCE

MEET ADMINISTRATIVE CONDITIONS:

- ☐ Meet all administrative conditions prior-to-issuance (PTI) of building permit.
 - E.g. C&D form, special inspection forms, PG&E AIC letter, etc
 - Internal staff will review these PTI conditions and check “met” when satisfactorily completed.
 - Other departments will check off PTI conditions for their department.

PAY BUILDING PERMIT FEES AND PERMIT ISSUANCE:

- ☐ Building permit fees may be adjusted per scope & permittee, prior to payment.
- ☐ Pay building permit fee on [portal](#)
- ☐ See email notification for instructions to download building permit, approved plans & documents.
- ☐ Print one hard copy of building permit and approved plans for use during building inspections.

Step 6. INSPECTIONS

SCHEDULE THE REQUIRED INSPECTIONS:

- ☐ See building permit card and schedule required inspections through the online [portal](#).
- ☐ Complete all required building inspections (incl. final inspection) prior to permit expiration date.