



CITY OF YORBA LINDA
P.O. BOX 87014 CALIFORNIA 92885-8714

BUILDING DIVISION (714) 961-7120

Policy No. 003

Policy Subject: Requirements for Expedited Processing of Permits for Small Residential Roof Mounted Photovoltaic systems.

Effective Date: October 15, 2015

The following is the formal department policy for the submittal and issuance of “small residential roof mounted photovoltaic systems.” To qualify as a “small residential roof mounted photovoltaic system,” the system must meet the following requirements: it is no greater than 10 KW AC or 30 KW thermal; it conforms to all applicable State building, fire, electrical and Civil codes; it is installed on a single or duplex family dwelling; its installation does not exceed the maximum building height limit as defined by the City’s zoning code.

Electronic Submittal

The application, submittal checklist, and supporting documents such as plans, structural calculations, and manufacturer’s specifications can be emailed to staff, with a file size no larger than 15 megabytes. As an alternate, these documents may be submitted via facsimile.

Note: Only (2) submittals per applicant, per day may be submitted electronically.

When the plans are approved, the applicant will be contacted via phone or email. The applicant must provide (2) wet stamped sets of plans and supporting documents in person for permit issuance. At that time, both plan review and permit issuance fees will be assessed and collected. In the event the project does not meet the requirements of the submittal checklist (answering no to any of the questions on the list), the plans will be taken in and reviewed under our standard plan review timeline.

Over the Counter Review and Permit Issuance

The application, submittal checklist, and supporting documents such as plans, structural calculations, and manufacturer’s specifications shall be submitted to counter staff. Once all documents have been reviewed and the submittal checklist verified, the permit may be issued over the counter. Only (2) submittals per applicant, per counter sign in, will be processed. Applicant may sign in again, and wait to be assisted for additional submittals. In the event the project does not meet the requirements of the submittal checklist (answering no to any of the questions on the list), the plans will be taken in and reviewed under our standard plan review timeline.