

YOLO COUNTY BUILDING DIVISION

292 W. Beamer Street
Woodland, CA 95695
(530) 666-8037
Building.Division@YoloCounty.org



PERMITTING CHECKLIST

SOLAR PHOTOVOLTAIC (PV) SYSTEM

Permits can be submitted in-person or by email. For permit status contact our office or go to <https://etrakit.yolocounty.org/etrakit/>

PV Systems no more than 2.5 acres serving primarily on-site users or customers:

Roof Mount (**Automatically Expedited**):

- The fee for a \$20,000 system is about \$500 (Residential) to \$700 (Commercial)
- Submit a Building Permit Application with your construction plans and documents
- The Building Division will perform OTC Plan Review if staff is available, or within 3-5 business days
- Most systems can be inspected in a single inspection

Ground Mount:

- The fee for a \$20,000 system is about \$1,100 (Residential) to \$1,300 (Commercial)
- Submit a Building Permit Application and Environmental Health Land Use Survey with your construction plans and documents
- The plans will be reviewed by Planning, Environmental Health, and Public works. Initial review will take up to three weeks. Resubmittals will be reviewed in one week.
- Inspection 1: Footings, Underground Conduit
- Inspection 2: Solar Equipment, Bonding, Final
- Larger or more complicated projects may require additional inspections

PV Systems over 2.5 acres or primarily serving off-site users or customers:

Planning must review the project prior to Building Permit Application. Depending on the specifics of the project, additional reviews or permits may be required.

Construction Plans and Documents

Site plan must show the location of all structures and utilities on the property. See example site plan.

Electrical diagram/worksheets must show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

Include specification sheets and installation manuals for all equipment and components including, but not limited to, PV modules, inverters, combiner boxes, disconnects, and mounting systems.

Projects with Additional Work

If the project includes additional work such as a main panel upgrade, backup generator, battery backup, or non-residential service equipment, then there may be additional fees, reviews, or inspections.

Contractor Requirements

Contractors must have a valid California Contractors License. The following classifications are acceptable:

- B General Contractor
- C-10 Electrical Contractor
- C-46 Solar Contractor

https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/

Permit Fees

See the attached “Alternative Energy System Fees.” Complete fee information can be found at <https://www.yolocounty.org/business/county-fees> or by contacting the Building Division.

Also See:

- Alternative Energy System Permitting Fees
- Example Site Plan
- Building Permit Application
- Environmental Health Land Use Review Survey

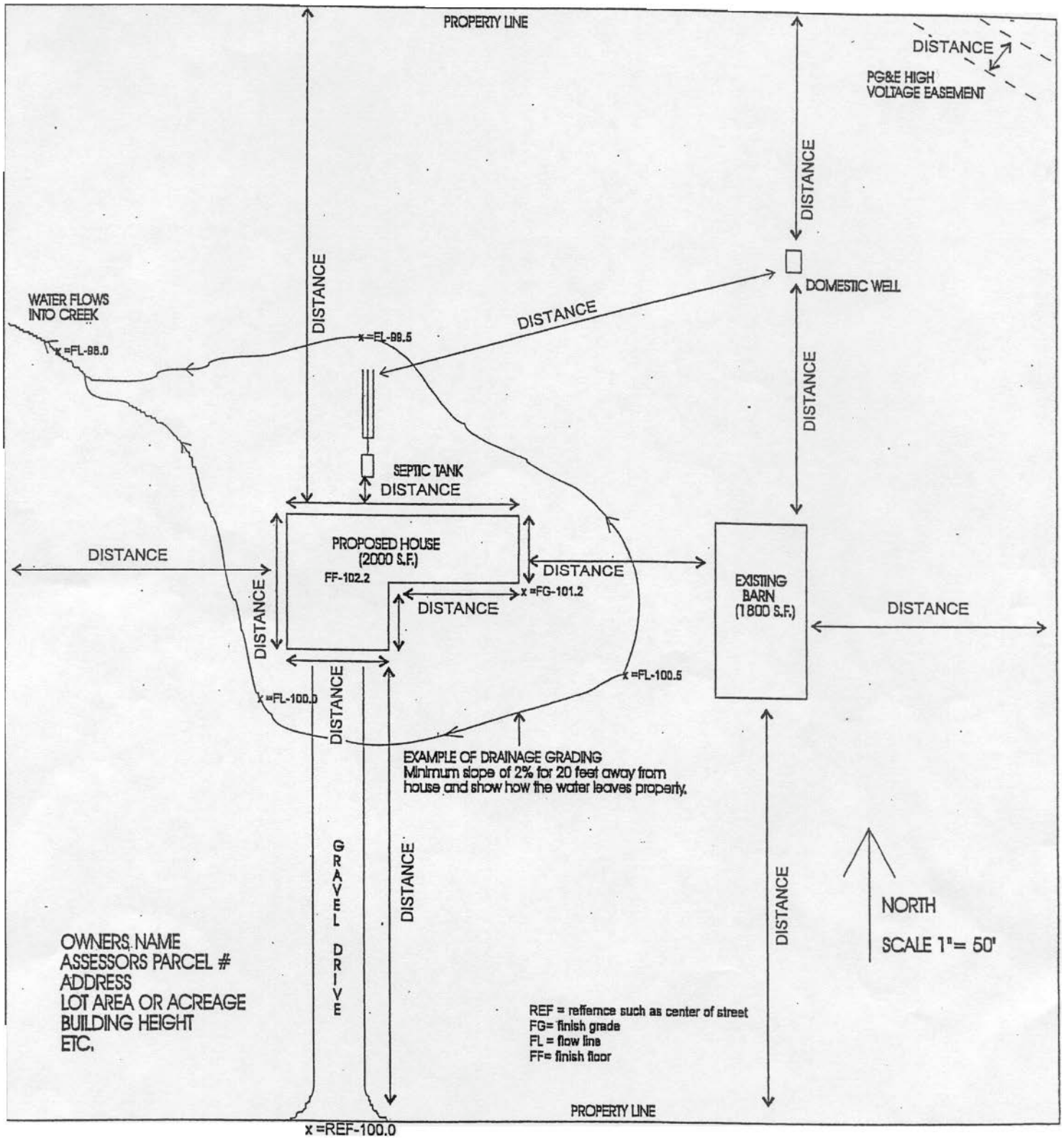
If you need a copy of this form or any of the relevant documents, contact the Building Division.

YOLO COUNTY BUILDING DIVISION: ALTERNATIVE ENERGY SYSTEM PERMITTING FEE EXAMPLES

| FEE | TYPE | DETAIL | Residential Roof Mount | Commercial Roof Mount | Residential Ground Mount | Commercial Ground Mount |
|--|------------------|------------------|------------------------|-----------------------|--------------------------|-------------------------|
| Valuation of Example Permit | | | \$20,000.00 | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| Building Permit Application Fee - Small Projects | <u>FLAT</u> | Permit Tech Time | \$33.00 | \$0.00 | \$0.00 | \$0.00 |
| Building Permit Application Fee | <u>FLAT</u> | Permit Tech Time | \$0.00 | \$67.00 | \$67.00 | \$67.00 |
| Building Permit Issuance Fee | <u>FLAT</u> | Permit Tech Time | \$56.00 | \$56.00 | \$56.00 | \$56.00 |
| Building Permit Planning Fee | <u>FLAT</u> | Planning | \$0.00 | \$0.00 | \$141.00 | \$141.00 |
| Building Standard Fee | <u>%</u> | State Fee | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Environmental Health Building Plan Review | <u>FLAT</u> | EH | \$0.00 | \$0.00 | \$422.00 | \$422.00 |
| General Plan Cost Recovery | <u>%</u> | General Plan | \$14.50 | \$21.70 | \$14.50 | \$21.75 |
| Issuance Technology Fee | <u>%</u> | Computer Systems | \$20.76 | \$29.40 | \$20.76 | \$29.46 |
| Permit Reviews and Requests | <u>0.5 HOURS</u> | Plan Review | \$74.50 | \$74.50 | \$74.50 | \$74.50 |
| Photovoltaic Solar System Fees | <u>FLAT</u> | Inspection | \$290.00 | \$434.00 | \$290.00 | \$435.00 |
| Planning Technology Fee | <u>%</u> | Computer Systems | \$0.00 | \$0.00 | \$8.46 | \$8.46 |
| Seismic Fee, Commercial | <u>%</u> | State Fee | \$0.00 | \$11.20 | \$0.00 | \$11.20 |
| Seismic Fee, Residential | <u>%</u> | State Fee | \$2.60 | \$0.00 | \$2.60 | \$0.00 |
| Submittal Technology Fee | <u>%</u> | Computer Systems | \$6.45 | \$8.49 | \$8.49 | \$8.49 |
| TOTAL FOR SOLARY SYSTEM | | | \$498.81 | \$703.29 | \$1,106.31 | \$1,275.86 |
| Battery Backup | | | \$74.50 | \$74.50 | \$74.50 | \$74.50 |
| Backup Generator | | | NP | NP | \$149.00 | \$149.00 |
| Main Panel (New, Replace, or Upgrade) | | | \$149.00 | \$149.00 | \$149.00 | \$149.00 |

NP = Not permitted. A Backup Generator requires more extensive review than a roof mount solar, so it requires a separate building permit.

SAMPLE SITE PLAN



(without a true survey, a point is picked as the reference elevation C) DIM ROAD such as the center of the street)



COUNTY OF YOLO

Department of Community Services
Building Inspection Division
292 W. Beamer Street Woodland, CA 95695
(530) 666-8775, fax (530) 666-8156 www.yolocounty.org

Form #
GH - 002

Building Permit Application

Application Date: _____ Assessor's Parcel Number: _____ Fire District: _____
Project Address: _____ City: _____ Zip: _____

APPLICANT Name: _____ Phone: _____ Cell: _____

Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Main Contact: Applicant Owner/Tenant Contractor Arch/ Eng.

OWNER Representative (Owner's written approval required) **PROFESSIONAL** Engineer Designer

Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____
Company Name: _____ Name: _____ CA Reg. # _____
Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

CONTRACTOR Name: _____ Phone: _____ License#: _____

Company Name: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Yolo County Business License # _____

PROJECT INFO Type: Residential Commercial/ Industrial Remodel/ Addition Demolition Other Grading

Permit For: Building Electrical Plumbing Mechanical Re-roof PV/ Solar Water Heater
 Patio Cover/ Deck Swimming Pool/Spa MH/ Commercial Coach Ag Building Co-location Other _____

Description of Work: _____

Proposed Use: _____ **Existing Use:** _____

Construction Valuation Cost (labor and material): \$ _____

Occupancy Group(s): _____ **Square Footage:** _____ **Type of Construction:** _____

Area to be disturbed by grading: Less than an acre / Or more than an acre (requires a State Permit)

Will any soil be imported Or exported from the site Yes No

Applicant Signature: _____ **Date:** _____

OFFICE USE:

Planning Approval Zoning: _____ General Plan: _____ Zoning Conformity: yes / no
Zone File: _____ Inclusionary Housing Fees: yes / no
Minimum Setbacks: FY _____ SY _____ RY _____ Conditions: yes / no
Water Efficient Landscape Ord.: yes / no Notes: _____
Planner Signature: _____ Date: _____

Flood Zone: _____ **Panel Number:** _____ **Soils:** _____ **Fire Severity:** _____



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú, AICP
DIRECTOR

Planning & Public Works
292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8775
FAX (530) 666-8156

Environmental Health
137 N. Cottonwood St, Site 2400
Woodland, CA 95695
(530) 666-8646
FAX (530) 669-1448

Integrated Waste Management
44090 CR 28H
Woodland, CA 95776
(530) 666-8852
FAX (530) 666-8853

Permit Instructions for Building Permit Application (GH-002)

California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applications must include the information requested. If you are unsure about any item, the Building Division will assist you. Fill in ALL information completely and either type or print legibly in blue or black ink. Applications may be submitted directly to the Building Division located at 292 West Beamer Street, Woodland, CA 95695.

Identify the Project

- Project Location: Accurate property identification is very important. Please provide the property location: APN, street address, lot, building, suite number etc. relevant to the project site address. Please note that addresses for new building construction will be issued by Yolo County Building Division.
- Applicant Information: Please complete this section according to who is applying for a permit.
- Owner Information: Please complete this section with the property owner's information.
- Contractor Information: Please provide a current main point of contact for this section.

Identify Permit Holder of Record

The permit holder of record can only be either the *licensed contractor of record* or the *property owner (owner-builder)*. The person signing the permit application must either be the contractor, property owner (requires separate verification form), or an authorized agent of the permit holder (requires separate authorization form).

Identify who will perform the Work

Owner-Builder Declaration: This section should only be completed if the permit holder is the property owner (owner-builder). This statement may be signed by the property owner or an authorized agent for the property owner (*requires separate authorization form*). In every case, a separate Owner-Builder Form (Acknowledgement, Verification & Authorization) must also be completed and signed by the property owner.

OR

California Licensed Contractor's Declaration: This section should only be completed if the permit holder is a licensed contractor. This statement may be signed by the contractor or an authorized agent for the contractor providing that the Building Division has a letter on file from the contractor authorizing the agent to sign.

Identify Worker's Compensation Coverage

This section should be completed for all projects. Please complete this section indicating whether the permit holder has worker's compensation insurance or is exempt from worker's compensation insurance. If using Owner-Builder please provide a valid Certificate of Consent to Self-Insure to the Building Division before the time of permit issuance; this certificate must include the policy number. If using a Licensed Contractor, please provide a valid Certificate of Worker's Compensation Insurance to the Building Division before the time of permit issuance. This certificate must show the insurance agent's name and phone number, worker's compensation carrier, policy number and expiration date. If exempt, the property owner or contractor will have no employees on the job in which this declaration must be signed either by the permit holder or an authorized agent.

THIS APPLICATION IS NOT A PERMIT. ALL VALID PERMITS RESULT WHEN PART II IS APPROVED AND ISSUED BY THE YOLO COUNTY BUILDING DIVISION. PERMIT FEES MUST BE PAID AND RECEIPT ACKNOWLEDGED. AN APPLICATION IS DEEMED ABANDONED 180 DAYS AFTER FILING UNLESS THE BUILDING OFFICIAL DETERMINES THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR GRANTS AN EXTENSION(S). (CBC APPENDIX CHAPTER 1 SECTION 105.3.2)



COUNTY OF YOLO COUNTY

Department of Community Services

Environmental Health Division

292 W. Beamer Street, Woodland CA 95695

Phone: (530) 666-8646 Fax: (530) 669-1448

ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A building or business license application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit and submit it as part of your complete application.

| | | |
|---|---------------------------|-----------|
| Site address: | City: | Zip code: |
| Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, name of business: | |
| Property and/or owner of business name: | | |
| Phone number: | Email: | |
| Mailing address: | City: | Zip code: |

Project Description: _____

Please answer the questions below pertaining to different units in Environmental Health to the best of your knowledge:

For Land Use Unit

1. Will your building or facility use a well for your drinking water source? Yes No
2. Will your building or facility use an onsite wastewater treatment system (i.e. septic system)? Yes No
3. Will your building or facility generate waste tires onsite? Yes No
4. Will your building or facility haul 10 or more waste tires at one time? Yes No
5. Will your building or facility conduct solid waste related operations including chipping, grinding and composting?
 Yes No
6. Are there unused septic tanks and/or wells on this site? Yes No

For Consumer Protection Unit

1. Will your building or facility store, prepare, package, serve, vend, or otherwise provide food for human consumption at the retail level? Yes No (*"Retail" means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food (any edible substance incl. beverage and ice) for dispensing or sale directly to the consumer or indirectly through a delivery service.*)
2. Will your building or facility have a public pool/spa? (A public pool/spa includes but is not limited to pools/spas located at hotels, motels, apartments, schools, health clubs etc.) Yes No
3. Will your building or facility be used for tattooing, body piercing or permanent cosmetics? Yes No

For Hazardous Materials Unit

1. Will your building or facility handle or store any hazardous materials (a hazardous material is a chemical that is flammable, corrosive, reactive or toxic)? Yes No
2. Will your building or facility generate hazardous materials waste (i.e. used oil)? Yes No
3. Are there unused/abandoned hazardous materials storage containers on this site? Yes No

**** Please turn over to complete and sign form ****

If you answered "yes" to Hazardous Materials questions #1 through #3, please complete questions 1-10 below. Otherwise, you can skip the following questions:

1. Will your commercial facility handle any hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas? Yes No

2. Will your commercial facility repair or maintain motor vehicles or motorized equipment? Yes No
If yes, will your facility handle any of the following?
Motor oil Yes No Gasoline Yes No Grease Yes No
Antifreeze Yes No Hydraulic Oil Yes No Diesel Yes No

4. Will your commercial facility have an above ground storage tank (AST?) Yes No

5. Will your commercial facility sell motor vehicle fuel? Yes No
If yes, will your commercial facility have an underground storage tank (UST?) Yes No

6. Will your commercial facility engage in welding operations? Yes No
If yes, will your commercial facility handle more than one cylinder of acetylene, oxygen, shielding or other welding gases? Yes No

6. Will your commercial facility operate forklifts? Yes No
If yes, will your facility store more than one extra cylinder of propane? Yes No

7. Will your commercial facility store batteries with 55 gallons or more of acid? Yes No

8. Will your commercial facility engage in photography? Yes No
If yes, will your commercial facility generate photographic waste fluid? Yes No

9. Will your commercial facility engage in x-ray processing? Yes No
If yes, will your commercial facility generate x-ray processing waste fluid? Yes No

10. Will your facility handle yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste? Yes No
If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit? Yes No

If you answered "yes" to any of the above questions under hazardous materials unit, you may be required by State law to submit a Hazardous Materials Business Plan to YCEH. Failure to comply with this requirement could result in fines of up to \$2,000.00 per day. As of January 1, 2013, business plans must be filed by going to the California Environmental Reporting System (CERS) website (<http://cers.calepa.ca.gov>), creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH. For assistance with CERS submittal, please call our office at (530) 666-8646 and ask to speak with a hazmat specialist.

I hereby certify that the information in this document is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____ Title: _____