



# Solar Photovoltaic – Electronic Submittal

Policy and Procedure No.: **E-19-34**

June 2019

## Purpose

The following electronic submittal and review procedure shall be performed prior to obtaining individual residential solar photovoltaic permits and before commencing any work.

## Requirements Prior to Submittal

- An approval letter from the Sacramento Municipal Utility District (SMUD) is required prior to submitting any applications for review. You can contact the SMUD's Solar Team at [SOLAR.PV@SMUD.ORG](mailto:SOLAR.PV@SMUD.ORG) or by phone at (916) 732-6420.

## Online Submittal Requirements

All online solar photovoltaic submittals shall be submitted using the URL below.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Multiple submittals are allowed in a single upload if the submittal(s) meet the 250 MB limitation. A complete submittal is required under a single upload. We will not process partial uploads due to size limitations.

Each Document shall be uploaded as a separate PDF attachment. We will not accept multiple documents saved under a single pdf.

## Required at Submittal:

- A completed Application for Permit
- A complete set of construction plans
- An approval letter from SMUD

## File Naming Convention

Specific file naming conventions for submitted plans and supporting documents are required as illustrated.

- Do not use spaces or special characters in the file names.

- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

| File                                | File name            |
|-------------------------------------|----------------------|
| Application for Address             | App-Address.pdf      |
| Plans for Address                   | Plans-Address.pdf    |
| SMUD Approval Letter for Address    | SMUDLTR-Address.pdf  |
| Revised/Corrected Plans for Address | PC2Plans-Address.pdf |

Once the application(s) are approved, the applicant will be contacted by a permit technician with a fee amount per application and with any outstanding items. At this time, we require that the applicant schedule an **appointment** prior to permit issuance for multiple submittals; this will prevent any unnecessary lost time at the front counter, and will assist to expedite the permit issuance process.

Once the building permit(s) are issued, the approved plans will be emailed to the applicant on record.

**Please Note:** A physical copy of the stamped plan(s) may be requested by the Building Inspector at the time of inspection.

## Application Forms

An Application for Permit form may be located at the city website at

[http://www.elkgrovecity.org/city\\_hall/departments\\_divisions/building\\_safety\\_inspection\\_permits/forms\\_handouts\\_featured\\_articles](http://www.elkgrovecity.org/city_hall/departments_divisions/building_safety_inspection_permits/forms_handouts_featured_articles) or at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
 Phone: **(916) 478-2235**  
 Hours: **Monday through Friday**  
           **8 am – 5 pm**