

**TOWN OF LOS ALTOS HILLS**

26379 Fremont Road  
Los Altos Hills, CA 94022  
Phone: (650) 941-7222  
Fax: (650) 941-3160  
[www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov)



# Solar Permit Application

|                |                   |           |
|----------------|-------------------|-----------|
| (For Town Use) |                   |           |
| APN            | Building Permit # | Receipt # |

**1. OWNER INFORMATION:**

|                  |               |            |
|------------------|---------------|------------|
| Last Name        | First Name    |            |
| Property Address |               |            |
| Mailing Address  | Email Address |            |
| Home Phone       | Mobile        | Work Phone |

**2. CONTRACTOR INFORMATION:**     Owner-Builder     Licensed Solar Contractor     Other

|  |                        |
|--|------------------------|
| Company Name   | Company Phone          |
| Company Address  |                        |
| Contact Name & Phone # <b>(mobile preferred)</b>                 |                        |
| Email Address <b>(ALL PLAN CHECK COMMENTS WILL BE SENT HERE)</b> |                        |
| License Class & #  | LAH Business License # |
| Workers' Compensation #  | Carrier                |

**3. JOB DESCRIPTION (Check Applicable Boxes & Fill in Blanks):**

|   |  |
|---|--|
| <input type="checkbox"/> Photovoltaic       | Kilowatt Rating _____  |
| <input type="checkbox"/> Solar Water Heater | Square Footage of Panels _____                               |
| <input type="checkbox"/> Solar for Pool     | <input type="checkbox"/> Roof Mount (height from roof _____) |
|   | <input type="checkbox"/> Ground Mount                        |

Description: \_\_\_\_\_

**Total Estimated Cost of Solar Project \$:** \_\_\_\_\_

**4. IDENTIFYING WHO WILL PERFORM THE WORK:**

**\*\*complete either 4a OR 4b\*\***

**4a. CALIFORNIA LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

\_\_\_\_\_  
Contractor Name and Address

\_\_\_\_\_  
License Class & Number

\_\_\_\_\_  
Contractor Signature

**OR**

**4b. OWNER-BUILDER'S DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

**I, as owner of the property, or my employees with wages as their sole compensation, will do**

**all**      **OR**       **portions of**

**the work**, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

**I, as owner of the property, am exclusively contracting with licensed contractors to construct the**

**project.** (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed contractor pursuant to the Contractors' State License Law.)

**I am exempt from licensure under the Contractors' State License Law for the following reason:**

\_\_\_\_\_  
\_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following web site: <http://www.leginfo.ca.gov/calaw.html>.

\_\_\_\_\_  
Property Owner or Authorized Agent's Signature

\_\_\_\_\_  
Date

**5. IDENTIFYING WORKERS' COMPENSATION COVERAGE AND LENDING AGENCY:**

**\*\*WARNING\*\***

**FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

**5a. WORKERS' COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

**I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations** as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: \_\_\_\_\_

**I have and will maintain workers' compensation insurance**, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance information is as follows:

| Carrier       | Policy #    | Exp. Date |
|---------------|-------------|-----------|
| Name of Agent | Telephone # |           |

**I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner to become subject to the workers' compensation laws of California**, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**5b. DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

\_\_\_\_\_  
Lender's Name

\_\_\_\_\_  
Lender's Address

**6. DECLARATION BY CONSTRUCTION PERMIT APPLICANT:**

By my signature below, I certify to each of the following:

I am  a California-licensed contractor. **OR**  
 the property owner. \* **OR**  
 authorized to act on the property owner's behalf. \*

- I have read this construction permit application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes. \*

California Licensed Contractor, Property Owner\*, or Authorized Agent\*:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*Requires a separate authorization form.*

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# Solar Photovoltaic Systems

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## Plans and Permits

1. A completed Solar Permit Application form
2. Three (3) completed, securely bounded sets of plans
3. Plan view showing location of the PV installation and layout of existing roof framing members that support the system
4. Details on mounting of PV modules, type and number of roof coverings, and subsequent weatherproofing of the roof
5. Electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kVA rating of system
6. Clearly identify the point of interconnection with the utility supplied wiring system and provide details on main breaker, PV breaker and rating of bussing
7. Indicate type and size of all conduit and conductors throughout the PV system
8. Provide manufacturers cut sheets and installation instruction for all PV modules, mounting systems, combiner boxes inverters and disconnects
9. Provide structural calculations prepared by a registered California design professional if the total weight of the photovoltaic system is over five pounds per square foot
10. The installation of the PV system shall conform to the requirements of CEC Article 690 and any other applicable articles or standards
11. Qualified Personnel: "The installation of equipment and all associated wiring and interconnections shall be performed only by qualified persons"
12. Rapid shutdown shall be included on plan

## Inspections

1. Underground/ rough electrical
2. Final inspection, which may be combined with rough inspection in most cases

## Code Reference

2019 California Electrical and Fire Codes