



CHECKLIST OF REQUIREMENTS FOR EXPEDITED PROCESSING OF PERMITS FOR SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEMS

City of Laguna Woods
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To be eligible for expedited permit processing pursuant to Chapter 10.26 of the Laguna Woods Municipal Code, applicants for small residential rooftop solar energy systems must follow this Checklist of Requirements (“Checklist”)¹. An application that provides all of the information required by this Checklist, as determined by the City, shall be deemed complete and shall be processed as expeditiously as practicable. For additional information, please contact the Planning & Environmental Services Department during business hours: Monday through Friday, from 8:00 a.m. to 5:00 p.m.

I. GENERAL REQUIREMENTS

The term “small residential rooftop solar energy system” is defined in Subsection (j)(3) of Section 65850.5 of California Government Code, as amended from time to time or replaced by a successor statute. To qualify as a “small residential rooftop solar energy system,” a solar energy system must meet all of the following requirements: [1] it is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal; [2] it conforms to all applicable State fire, structural, electrical, and other building codes as adopted or amended by the City and paragraph (3) of subdivision (c) of Section 714 of California Civil Code; [3] it is installed on a single or duplex family dwelling; and, [4] its solar panel or module array does not exceed the maximum legal building height as defined by the City.

- A. The solar system size is 10kW AC CEC rating or less. Yes No
- B. The solar array is roof-mounted on a one- or two-family dwelling or accessory structure. Yes No
- C. The solar panel/module arrays will not exceed the maximum legal building height. Yes No
- D. The solar system is utility interactive and without battery storage. Yes No
- E. A City permit application is completed and attached. Yes No

II. ELECTRICAL REQUIREMENTS

- A. No more than four photovoltaic module strings are connected to each Maximum Power Point Tracking (MPPT) input where source circuit fusing is included in the inverter. Yes No
 - 1. No more than two strings per MPPT input where source circuit fusing is not included. Yes No
 - 2. Fuses (if needed) are rated to the series fuse rating of the photovoltaic (PV) module. Yes No
 - 3. No more than one noninverter-integrated DC combiner is utilized per inverter. Yes No

¹ If Chapter 10.26 of the Laguna Woods Municipal Code is amended or renumbered subsequent to the City Council’s adoption of this Checklist, those amendments may be incorporated into this Checklist administratively without the need for City Council approval. In addition, the Director of the Planning & Environmental Services Department may from time to time amend this Checklist pursuant to his or her authority under Chapter 10.26 of the Laguna Woods Municipal Code.

- B. For central inverter systems: No more than two inverters are used. Yes No
- C. The PV system is interconnected to a single-phase AC service panel of nominal 120/220 Vac with a bus bar rating of 225 A or less. Yes No
- D. The PV system is connected to the load side of the utility distribution equipment. Yes No
- E. A Solar PV Standard Plan and supporting documentation is completed and attached. Yes No

III. STRUCTURAL REQUIREMENTS

- A. A completed Structural Criteria and supporting documentation is attached (if required). Yes No

IV. FIRE SAFETY REQUIREMENTS

- A. Clear access pathways are provided. Yes No
- B. Fire classification solar system is provided. Yes No
- C. All required markings and labels are provided. Yes No
- D. A diagram of the roof layout of all panels, modules, clear access pathways, and approximate locations of electrical disconnecting means and roof access points is provided. Yes No

Notes:

1. *These criteria are intended for expedited solar permitting process.*
2. *If any items are checked NO, revise design to fit within the Checklist, otherwise permit application may go through standard process.*