Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

COMMERCIAL SOLAR APPLICATION GUIDE

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click “Log In” at top right corner. Select “Create a Profile”. Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:
   - ☐ Site Plans showing:
     - ☐ Property address.
     - ☐ North arrow.
     - ☐ Scale.
     - ☐ Roof plan.
     - ☐ Location of solar panels, with dimensions from the roof edges and panel dimensions.
     - ☐ Dimensioned depiction of all disconnects and other equipment on the roof.
     - ☐ The path of all wiring.
   - ☐ Dimensioned depiction and of all conduits, piping, or wiring on the roof, subject to the following guidelines:
     - Visible conduits, piping, or wiring shall be minimized to the extent feasible.
     - Generally, wiring shall be routed under the panel into the roof and through the attic or building interior.
     - For sloping roofs:
       - No conduit, piping, or wiring shall be permitted to extend across the roof more than 5'-0".
       - No conduit, piping, or wiring shall be permitted to extend over a roof ridge.
       - If there is no attic, then panels shall be sited to minimize conduit runs across the roof to the extent feasible, with no conduit runs greater than 5'-0" across the roof.
       - No conduit shall be permitted to wrap around a roof eave; instead, conduits shall be routed through the roof eave to the vertical wall below.
     - All conduits permitted in the guidelines above shall be painted to match the color of the surface on which they are mounted.
     - ☐ Location of adjacent buildings.
     - ☐ Location of trees on the subject property.
   - ☐ Building Elevations (minimum 11" x 17") showing:
     - ☐ All affected elevation views (minimum 3 out of 4 elevation views) drawn to scale.
     - ☐ Scale.
     - ☐ Dimensioned profile of the solar panels.
       - For flat roofs: Generally, solar panels shall be wholly screened behind and below the height of the building parapet. If there is no existing parapet or if

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the solar panels are visible from a public street, architecturally compatible screening shall be added to the design.

- For sloping roofs: Generally, panel installations shall have a low-profile, flush-mounted design. The smallest gap feasible is encouraged between the solar panel and the roof material, and said gap shall be a maximum of 6".
  - ☐ Generally, the portion of the roof under the solar panels shall not be changed to a different material than the remainder of the roof. Include a depiction and clear written indication that the roof material shall remain consistent across the entire roof.
  - ☐ If a different roof material is needed under the solar panels, it shall not be visible. Provide documentation explaining why the different roof material is needed and apply for a separate re-roof permit. The property owner will be required to record a covenant requiring the restoration of said roof material to its original style and color if the solar panel is ever removed in the future.
  - ☐ Include a depiction and clear written indication that portions of the mounting hardware that are visible shall be painted to match the adjoining equipment (specify the color). Unpainted or reflective metal shall be prohibited.

☐ Dimensioned depiction of all electrical panels, meters, and other equipment associated with the solar energy system, subject to the following guidelines:

- Generally, electrical panels, meters, and other equipment shall be painted to match the color of the surface on which they are mounted.
- If any equipment cannot be painted:
  - ☐ Provide documentation explaining why it cannot be painted.
  - ☐ Indicate the actual color in which it will be installed.

☐ Dimensioned depiction of all conduits, piping, or wiring on exterior walls, subject to the following guidelines:

- Vertical conduit runs shall be sited and located in such a manner to minimize visibility from public streets and, if feasible, from adjacent properties, along an architectural projection, along a rain gutter, or at the intersection of two building planes. To the maximum extent feasible, conduits shall not run vertically across the middle of a flat stucco plane, but rather at the plane edges or at prominent architectural transition areas. If no such architectural transition areas exist, the conduit shall be run across the shortest vertical distance.
- Horizontal conduits that connect the vertical conduit to electrical panels shall run along the base of the building above the weep screed or, if infeasible, as low as possible below the height of any perimeter screen walls.
- All conduits shall be painted to match the exterior walls on which they are mounted.

☐ Solar panel installation details showing:

- ☐ Manufacturer's specifications.
- ☐ Panels, pins/posts, mounting hardware, and electrical connections drawn to scale.

- ☐ Dimensioned depiction of the panel mounting.
- ☐ Roof materials and connections (see above for detailed requirements for flat roofs and sloping roofs).

☐ Equipment floor plan (minimum 11" x 17") showing:

- ☐ Dimensions and location of any associated equipment to be installed within the garage or elsewhere on the property, drawn to scale.
- ☐ Label the room(s) or space where the equipment is installed.
- ☐ Equipment mounted on the face of exterior walls of the building shall be no higher than 6'-0" from the finish grade and shall be painted to match the exterior wall color.
  - If any equipment cannot be painted:
    - ☐ Provide documentation explaining why it cannot be painted.
    - ☐ Indicate the actual color in which it will be installed.

☐ Aerial photograph of the existing building and property.
☐ Current photographs of the affected roof areas and walls.
☐ A separate trade permit is required for all electrical, mechanical, and/or plumbing activities, and should be applied for through the Cerritos Permit Hub.
☐ Completed standard electrical diagram for small-scale, single-phase PV systems.
☐ Property Owner's Consent to File Permit Application form (page 4).
☐ Declaration Form (page 5).

- If owner-builder, complete columns 1 and 3.
- If contractor, complete columns 2 and 3.

☐ HOA, if applicable.

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement

☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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PROPERTY OWNER'S CONSENT TO FILE PERMIT APPLICATION

Applicant Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Applicant Name(s) & Title(s): _____

Project Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Project Description: _____

_____

☐ Check this box if the Project Applicant is also the Property Owner (Owner-Builder)

Property Owner Information and Approval

This section must be completed by the Property Owner.

Property Owner Name: _____

HOA Name (if applicable): _____

Project Address: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

Property Owner Acknowledgment

I certify, under penalty of making a false statement, that I am the property owner, or the property owner's representative authorized to sign this consent form to an application being filed with the City of Cerritos for the aforementioned project described at the aforementioned property address. I further acknowledge and agree to comply with all applicable provisions of the Cerritos Municipal Code.

Property Owner Signature: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

JOB ADDRESS
LOCALITY

COLUMN 1

OWNER-BUILDER 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 of 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 Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contractors for the projects with a license 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.

Date: _____

_____

Signature of Property Owner of Authorized Agent

COLUMN 2

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.

License Class _____ License No. _____

Date _____ Contractor Signature _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKER'S 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 ARE PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

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 No. _____

___ 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 carrier and policy number are:

_____ _____ _____

Carrier Policy Number Expiration Date

_____ _____

Name of Agent Phone Number

___ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as 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

_____ _____

Signature of Applicant Date

COLUMN 3

HAZARDOUS MATERIAL DECLARATION

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amount specified on the hazardous material information guide?

Yes ☐ No ☐

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for guidelines.

Yes ☐ No ☐

I have read the hazardous materials information guide and the SCAQMD permitting checklist. I understand my requirements under the Los Angeles County Code Title 2, Chapter 220 Sections 220.100 through 220.140 concerning hazardous material reporting and for obtaining a permit from the SCAQMD.

ASBESTOS NOTIFICATION

☐ Notification letter sent to SCAQMD or EPA

☐ I declare that notification of asbestos removal is not applicable to addressed project.

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

By my signature below, I certify to each of the following:
I am the property owner or authorized to act on the property owner's behalf.
I have read this 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 county to enter the above-identified property for inspection purposes.

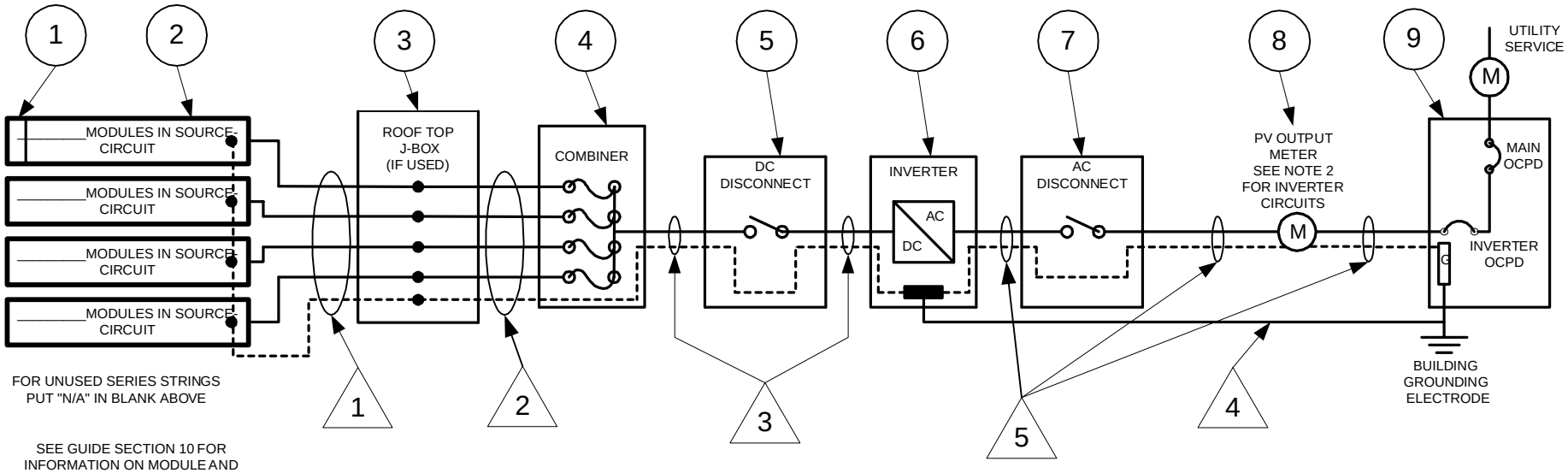
_____

Signature of Property Owner or Authorized Agent

_____

Date

○	EQUIPMENT SCHEDULE		
TAG	DESCRIPTION	PART NUMBER	NOTES
1	SOLAR PV MODULE		
2	PV ARRAY		
3	J-BOX (IF USED)		
4	COMBINER (IF USED)		
5	DC DISCONNECT		
6	DC/AC INVERTER		
7	AC DISCONNECT(IF USED)		
8	GEN METER (IF USED)		
9	SERVICE PANEL		



△	CONDUIT AND CONDUCTOR SCHEDULE				
TAG	DESCRIPTION OF CONDUCTOR TYPE	Cond. Guage	# of Conductors	Conduit Type	Conduit Size
1	USE-2 OR PV WIRE(UF, SE, USE)				
	BARE COPPER EQ. GND. COND.(EGC)				
2	THWN-2 OR XHHW-2 (circle one)				
3	THWN-2 OR XHHW-2 (circle one)				
	INSULATED EGC				
4	DC GROUNDING ELECTRODE COND.				
5	THWN-2 OR XHHW-2 (circle one)				
	INSULATED EGC				

STANDARD ELECTRICAL DIAGRAM FOR SMALL-SCALE, SINGLE-PHASE PV SYSTEMS

SITE NAME:		
SITE ADDRESS:		
SYSTEM AC SIZE:		
CONTRACTOR / ENG. NAME:		
CONTRACTOR / ENG. ADDRESS:		
CONTRACTOR / ENG. LIC # :	**EXPIRATION DATE:**	
DRAWN BY:	**DATE:**	**DRAWING NO:**

PV MODULE RATINGS	
MODULE MAKE	
MODULE MODEL	
MAX. POWER POINT CURRENT (Imp)	
MAX. POWER POINT VOLTAGE (Vmp)	
OPEN-CIRCUIT VOLTAGE (Voc)	
SHORT-CIRCUIT CURRENT (Isc)	
MAX. SERIES FUSE (OCPD)	
MAX.POWER (Pmax)	
MAX. VOLTAGE (TYP 600 VDC)	

NOTES FOR ALL DRAWINGS

OCPD=OVERCURRENT PROTECTION DEVICE

NATIONAL ELECTRICAL CODE REFERENCES SHOWN AS (NEC XXX.XX)

INVERTER RATINGS

INVERTER MAKE	
INVERTER MODEL	
MAX. DC VOLT RATING	
MAX POWER @40° C	
NOMINAL AC VOLTAGE	
MAX AC CURRENT	
MAX OCPD	

SIGNS

SIGN FOR DC DISCONNECT	
PHOTOVOLTAIC POWER SOURCE	
RATED MPP CURRENT	
RATED MPP VOLTAGE	
MAX. SYSTEM VOLTAGE	
MAX CIRCUIT CURRENT	
WARNING ELECTRICAL SHOCK HAZARD-LINE AND LOAD MAY BE ENERGIZED IN OPEN POSITION	
SIGN FOR INVERTER OCPD AND AC DICONNECT (IF USED)	
AC POINT OF CONNECTION	
AC OUTPUT CURRENT	
NOMINAL AC VOLTAGE	

NOTES FOR INVERTER CIRCUITS

1) IF UTILITY REQUIRES A VISIBLE-BREAK SWITCH, DOES THIS SWITCH MEET THE REQUIREMENT? YES / NO (CIRCLE ONE)

2) IF GENERATION METER REQUIRED, DOES THIS METER SOCKET MEET THE REQUIREMENT?
YES / NO (CIRCLE ONE)

3) SIZE PHOTOVOLTAIC POWER SOURCE (DC) CONDUCTOR S BASED ON MAX CURRENT ON 690.53 SIGN OR OCPD RATING AT DISCONNECT (IF SUPPLIED)

4) SIZE INVERTER OUTPUT CIRCUIT (AC) CONDUCTORS ACCORDING TO INVERTER OCPD AMP RATING

5) TOTAL OF ___ INVERTER OCPD(s), ONE FOR EACH INVERTER. DOES TOTAL SUPPLY BREAKERS COMPLY WITH 120% BUSBAR EXCEPTION IN 690.64(B)(2)(a)? YES / NO (CIRCLE ONE)

NOTES FOR ARRAY CIRCUIT WIRING

1) LOWEST EXPECT AMBIENT TEMPERATURE BASED ON ASHRAE MINIMUM MEAN EXTREME DRY BULB TEMPERATURE FOR ASHRAE LOCATION MOST SIMILAR TO INSTALLATION. LOWEST EXPECTED AMBIENT TEMP 0 °C

2) HIGHEST CONTINUOUS AMBIENT TEMPERATURE BASED ON ASHRAE HIGHEST MONTH 2% DRY BULB TEMPERATURE FOR ASHRAE LOCATION MOST SIMILAR TO INSTALLATION LOCATION. HIGHEST CONTINUOUS TEMPERATURE 34 °C

3) 2005 ASHRAE FUNDAMENTALS 2% DESIGN TEMPERATURES DO NOT EXCEED 47°C N THE UNITED STATES (PALM SPRINGS, CA IS 44.1°C). FOR LESS THAN 9 CURRENT- CARRYING CONDUCTORS IN ROOF-MOUNTED SUNLIT CONDUIT AT LEAST 1/2" ABOVE ROOF AND USING THE OUTDOOR DESIGN TEMPERATURE OF 47°C OR LESS (ALL OF UNITED STATES),

a) 12 AWG 90°C CONDUCTORS ARE GENERALLY ACCEPTABLE FOR MODULES WITH Isc OF 7.68 AMPS OR LESS WHEN PROTECTED BY A 12 AMP OR SMALLER FUSE

b) 10 AWG 90°C CONDUCTORS ARE GENERALLY ACCEPTABLE FOR MODULES WITH Isc OF 9.6 AMPS OR LESS WHEN PROTECTED BY A 15 AMP OR SMALLER FUSE

STANDARD ELECTRICAL DIAGRAM FOR SMALL-SCALE, SINGLE-PHASE PV SYSTEMS

SITE NAME:		
SITE ADDRESS:		
SYSTEM AC SIZE:		
CONTRACTOR / ENG. NAME:		
CONTRACTOR / ENG. ADDRESS:		
CONTRACTOR / ENG. LIC # :		**EXPIRATION DATE:**
DRAWN BY:	**DATE:**	**DRAWING NO:**