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

EXPRESS RESIDENTIAL SOLAR HOMEOWNER 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:
   - ☐ Solar Plans.
     - Single line diagram
     - PV module data sheet
     - Inverter data sheet
     - Packing system data sheet
     - Any additional equipment data sheets
   - ☐ Express Solar Homeowner Acknowledgement Form (page 2).
   - ☐ Declaration Form (page 7).
     - If owner-builder, complete columns 1 and 3.
     - If contractor, complete columns 2 and 3.
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 8).

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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EXPRESS RESIDENTIAL SOLAR HOMEOWNER ACKNOWLEDGMENT FORM

A City of Cerritos Express Residential Solar Homeowner Acknowledgement Form is required to be completed and signed by residential property owners in order to obtain a City of Cerritos Express Residential Solar Permit. Express Residential Solar Permits can be applied for online at www.permits.cerritos.gov.

1. Solar Energy System Information

In order to determine if your residential solar project is eligible for an Express Residential Solar Permit, please verify that your solar energy system will be compliant with the following criteria (Check all that apply):

- ☐ Is roof mounted on a single-family residential structure
- ☐ Installation of a new solar energy system
- ☐ Does not exceed 38.4 kW
- ☐ Does not include a re-roof
- ☐ Does not include an electrical main panel change out

If your project meets **all** of the above criteria, please complete Sections 2 & 3 of this application and upload to the portal as an attachment.

If your project **does not meet all** of the above criteria, the project is **not eligible** for an Express Residential Solar Permit. Please contact the Department of Community Development at (562) 916-1201 to apply for a standard Residential Solar Permit.

2. Property Owner Information

Name(s): _____ Phone number: _____

Property Address: _____

Email Address: _____

3.0 Property Owner Acknowledgment

Check the boxes below to provide property owner acknowledgement of the following statements:

- ☐ 3.1 Total system size (solar + energy solar systems) does not exceed 38.4 kW AC nameplate rating.
- ☐ 3.2 Installation will comply with 2022 California Electrical, Building, and Residential Codes.
- ☐ 3.3 Installation is for a new rooftop residential PV system.
- ☐ 3.4 No existing PV system is on site.

- ☐ 3.5 Proposed system is not a building integrated or building applied photovoltaic system.
- ☐ 3.6 System is installed on a single-family dwelling only (single structure, no solar conduit trenching).
- ☐ 3.7 System includes only one module type.
- ☐ 3.8 System utilizes only one racking system type.
- ☐ 3.9 System utilizes only one type of mounting hardware system.
- ☐ 3.10 System utilizes no more than two central inverter models OR System utilizes one inverter model for micro-inverter and ac module systems.
- ☐ 3.11 System is not installed on a metal roof.
- ☐ 3.12 System is not installed on a carport or any non-permanent structure.
- ☐ 3.13 PV modules are installed no more than 10” above the roof.
- ☐ 3.14 No wood shake or wood shingle roofing.

4. Property Owner Acknowledgement

Check the boxes below to provide property owner acknowledgement of the following statements:

- ☐ 4.1 I understand that in order to be eligible for an Express Residential Solar Permit, the project and plans accompanying this form must meet minimum State requirements.
- ☐ 4.2 I agree and understand that the contractor(s)/installer(s) is responsible for the design and installation of the residential rooftop solar system and/or the residential energy storage system, and that a permit will be issued based upon compliance with State requirements.
- ☐ 4.3 I acknowledge that submitted construction documents, calculations, and related equipment or product specifications, which are neither reviewed nor approved by the City, are compliant with State requirements.
- ☐ 4.4 I assume all risk/responsibility if the installation of the work deviates from what is permitted by State law for an Express Residential Solar Permit and will strictly adhere to all code requirements and make the necessary changes to the installation.
- ☐ 4.5 I agree to ensure that my contractor(s)/installer(s) comply with the City’s construction hours which are: Monday to Friday from 7:00 a.m. to 6:00 p.m. and Saturdays from 10:00 a.m. to 5:00 p.m. No construction is permitted on Sundays or City-observed holidays.
- ☐ 4.6 I acknowledge the following re-roof requirements upon any future removal of a solar energy system, my obligation to comply, and the requirement to notify any future homeowner of this obligation.

  Cerritos Municipal Code Section 22.22.700(23), "Roofing" (the "Code"), requires that all visible roofing materials on the same residence shall match and be consistent in appearance. Your solar energy system installation entails the removal of certain portions of the existing tile roof material, and replacement with new sheathing and composition shingles in the location of the proposed photovoltaic solar panels. ***Pursuant to the Code, at such time in the future that the photovoltaic solar energy system is removed for any reason, roofing material covered by***

sheathing and composition shingle shall be replaced with new roofing to match the existing surrounding roof material in color and appearance, or the entire roof shall be replaced with one uniform roofing material in accordance with Cerritos Municipal Code standards. *Please note that in some instances, your lease or power purchase agreement with your solar energy system company may obligate the solar energy system company to restore your roof on your behalf. If a violation of the Code occurs at any point, the City of Cerritos reserves the right to issue a citation of violation per Cerritos Municipal Code Chapter 1.10, and it is the responsibility of the homeowner of record at that point to resolve such violation.*

5. Recommendations & Design Principles

The following are recommendations and design principles of the City of Cerritos for residential solar energy systems. These recommendations are not required but are strongly suggested in order to maintain consistency with the City's high quality design standards for residential properties.

- ☐ 5.1 Minimize Visible Conduits. Visible conduits, piping, or wiring should be minimized to the extent feasible. (See Exhibit A on page 6).
- ☐ 5.2 Wiring Through Attic. Wiring should be routed under the solar panel/array into the roof and through the attic. When applicable, said wiring shall be located a minimum of 18" below the attic ceiling to comply with life safety requirements.
- ☐ 5.3 Short Conduit Runs Across Roof. No conduit, piping, or wiring should extend across the roof more than 5'-0". If there is no attic, then panels should be sited to minimize conduit runs across the roof to the extent feasible, with no conduit runs greater than 5'-0" across the roof.
- ☐ 5.4 No Conduit Over Roof Ridge. No conduit, piping, or wiring should extend over a roof ridge.
- ☐ 5.5 No Conduit Around Roof Eave. No conduit should wrap around a roof eave; instead, conduits should be routed through the roof eave to the vertical wall below.
- ☐ 5.6 Paint Conduits to Match Surface. All conduits should be painted to match the color of the surface on which they are mounted.
- ☐ 5.7 Paint Equipment to Match Surface. Electrical panels, meters, and other equipment should be painted to match the color of the surface on which they are mounted.
- ☐ 5.8 Vertical Conduit Runs. Vertical conduit runs should be sited and located in such a manner to minimize visibility from public streets and, if feasible, from adjacent properties, such as along a chimney, along a rain gutter, along an architectural projection, or at the intersection of two building planes. To the maximum extent feasible, conduits should 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 should be run across the shortest vertical distance. (See Exhibit A)

- ☐ 5.9 Horizontal Conduits Along Roof Eave. Horizontal conduits, if needed in order to connect the wiring from the attic/roof to the vertical conduit, should run immediately adjacent to and under the roof eave to arrive at the preferred vertical conduit location described above, so as to minimize visibility. If running adjacent to and under the roof eave is infeasible, then the horizontal conduit should run along the base of the building as described below.
- ☐ 5.10 Horizontal Conduits Along Building Base. Horizontal conduits that connect the vertical conduit to electrical panels should run along the base of the building above the weep screed or, if infeasible, as low as possible below the height of the perimeter block walls.
- ☐ 5.11 Tidy Grounding Wire Conduit Installation. Grounding wire and its flexible conduit should be installed in a tidy fashion, with straight vertical and horizontal runs, along its entire length. Said conduit should follow the same guidelines above regarding painting and location.
- ☐ 5.12 Low-Profile Panels. Panel installations should have a low-profile, flush-mounted design. The smallest gap feasible is encouraged between the solar panel and the roof material, and said gap should be a maximum of 6".
- ☐ 5.13 Consistent Roof Material. Generally, the portion of the roof under the solar panels shall not be changed to a different material than the remainder of the roof. If a different roof material is needed under the solar panels, it should not be visible. In such a case, a Residential Re-Roofing Application will be required for the new material, which is available on the City of Cerritos website at www.cerritos.gov. 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.
- ☐ 5.14 Equipment in Garage. Equipment located in the garage should be placed so as not to encroach into the required parking area.
- ☐ 5.15 Exterior Equipment Height. Equipment mounted on the face of exterior walls of the residence should be no higher than 6'-0" from the finish grade.

6. Property Owner Signature

I hereby certify under penalty of perjury that all the information herein is true and correct to the best of my knowledge, and I am the property owner of the subject property.

Signature: _____ Date: _____

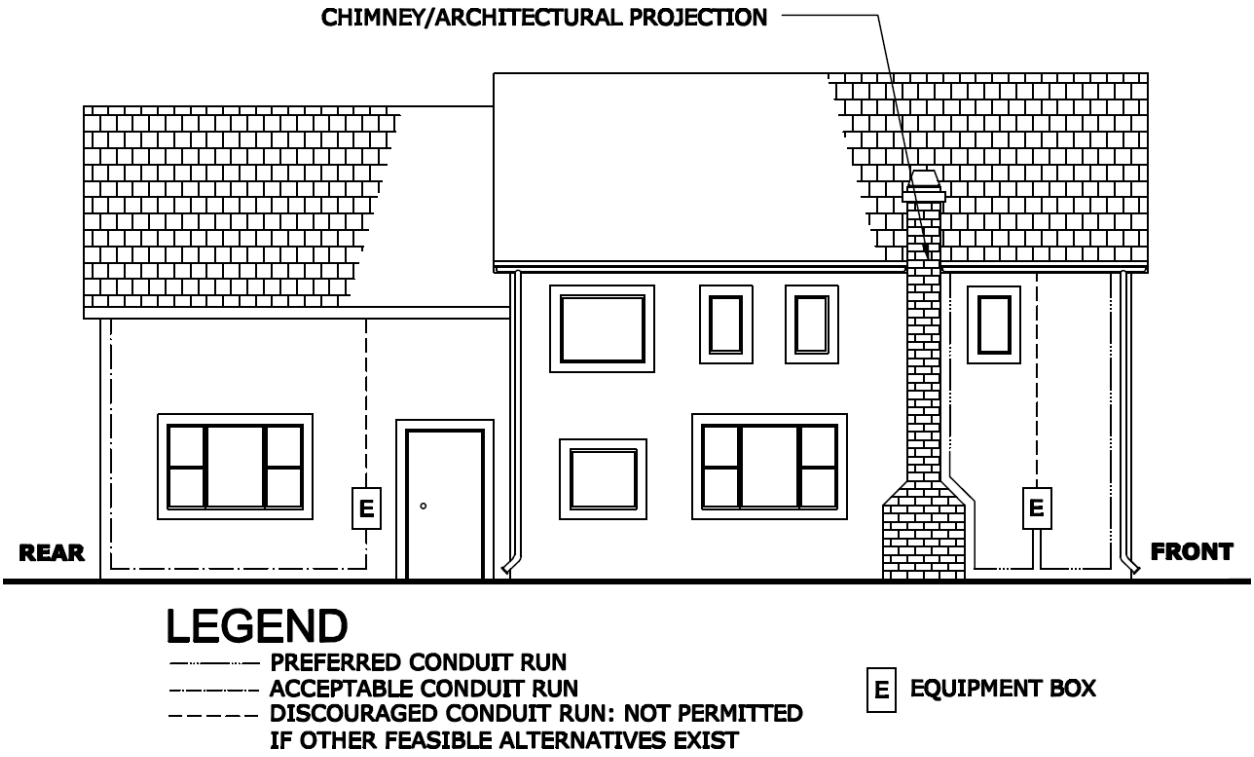
Property owner name: _____

Property address: _____

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Exhibit A: Vertical Conduit Run Illustration

This exhibit is illustrative. Submitted drawings should reflect actual site conditions.



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

Cerritos Permit Hub

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HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

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

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

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HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

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