

# Contra Costa County Conservation and Development Department ePermits Center Online Submittals for Residential Photovoltaic Permits

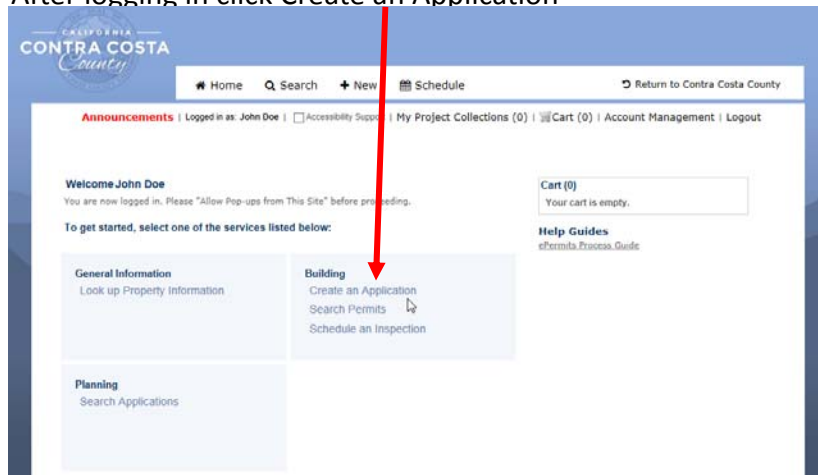
Contact: [solar@dcd.cccounty.us](mailto:solar@dcd.cccounty.us) or (925) 674-7200

Online submittals are allowed for systems up to 10kW, flush roof mount up to 10 inches above roof surface. Systems must be installed on the load side of utility distribution. No combination roof and ground mount systems will be accepted.

First step is to register for an ePermits Center account. Go to [www.cccounty.us/solar](http://www.cccounty.us/solar) and download the registration form from the Online Submittal section. After submitting the registration form, you will be contacted via email with your username and password for the ePermits Center web site.

## Creating Applications

After logging in click Create an Application



## Disclaimer Page

Download the required form(s) for each permit and accept disclaimer:

- [Online Building Permit Application Section B](#)
- [Owner-Builder Permit Addendum](#)( for owner-builder applicants)
- [Authorization of Agent Form](#)(if owner-builder applicant is not performing the work)

Pick the contractor license your account is associated with

**Select a License**

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

Licenses: \*

--Select--

Make sure the PV application meets the criteria for online submittal; pick Building – Residential PV from the selection list

**Residential PV:** Accepted criteria for online submittals and electronic plan review:

- Flush roof mount systems that are 10kW or less (no combination roof and ground mount systems)
- Connected to the load side of utility distribution equipment
- Parcel located in Unincorporated County

All systems submitted online that do not meet **all** above criteria will be rejected upon review and will be subject to having paper plans submitted in the office.

- Building - Residential Electrical
- Building - Residential Mechanical
- Building - Residential Photovoltaic
- Building - Residential Plumbing
- Building - Residential Re-Roof

Follow the prompts to complete the application. When the application is submitted, upload the required documents to the permit number. Click the permit number link to open the application

**Application Processing**

You will be notified for further processing. Please print and retain a copy of your records(s). Thank you for using the ePermits Center.

16 TEMPLE OF SACRIFICE CO 94553505

BIPVR15-005582

This is your permit number that you will need to name your plan file

Scroll to the Attachments section of permit. Click Add then Select Files. Multiple files can be uploaded at one time.

▼ Attachments

**ELECTRONIC PLAN REVIEW SUBMITTAL REQUIREMENTS**

Click [here](#) for a checklist of files to attach to project and detailed instructions.

Plan set should be 11 x 17 minimum size and bookmarked in one multi-page PDF file. Ensure all the pages are in order and rotated properly for viewing on screen. Manufacturer's specification sheets for ALL components and module manufacturer's installation & grounding instructions shall be included with the plan file. No scanned files will be accepted.

Click the **SAVE** button after attaching files.

The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
No records found.								

**Add**

**File Upload** X

The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Select Files Clear List

CSP-DCD Eligibility checklist.pdf	1.68 MB	Finished	✓
ePermitsApplicationSectionB_fillable.pc	127.19 KB	Finished	✓
BIPVR15-005582 Plans.pdf	642.58 KB	Finished	✓

File(s): 3      2.43 MB      100%

Continue Remove All Cancel

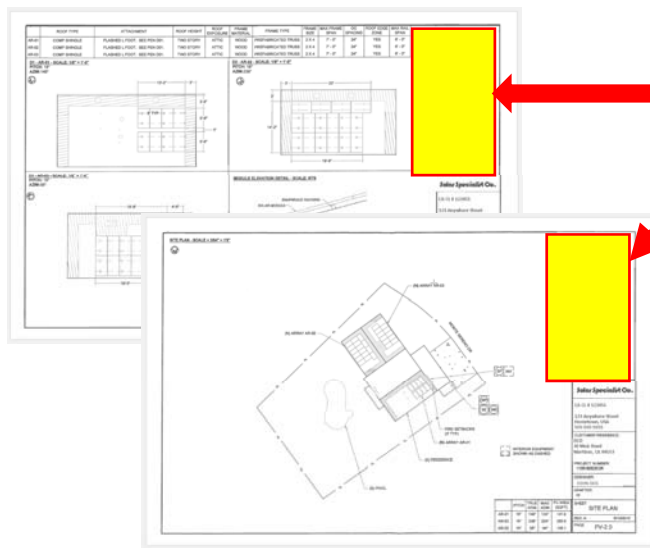
**The following completed documents are required with the online submittal. We cannot proceed with processing if any files listed below are incomplete. You will be notified when files are insufficient.**

- Eligibility and Structural Criteria Checklist
- Online Application Permit Section B
- Plans which include the manufacturer's specification sheets, module manufacturer's installation and grounding instructions in a single PDF file
- Plans must be named "Your Permit Number Plans".pdf and be 11x17 minimum size. See bottom of previous page to see where the permit number is shown after submitting an online application. You will also receive an email that we received your application and what the permit number is.
- Plan pages must have a 3.5inch x 6inch column of empty space on the right side of plan pages for county reviewer stamps
- Owner-Builder Permit Addendum( for owner-builder applicants)
- Authorization of Agent Form(if owner-builder applicant is not performing the work)



- ❑ Create ONE multi-page PDF file, 11 x 17 minimum size.
- ❑ Drawings must be computer generated and in monochrome color. All pages must be saved in landscape orientation with top of page at the top of monitor.
- ❑ Name the file “your permit number which starts with BIPVR---Plans.PDF”. For example “BIPVR15-123456 Plans.PDF”
- ❑ ALL Manufacturer’s specifications sheets, instructions for installation, grounding and mounting must be included in the same file with plans.

- ❑ The Signage plan sheet shall be in color.
- ❑ Installation, grounding, mounting instructions and all other specification sheets may be fitted two pages on one 11 x 17 sheet



- ❑ Leave a 3.5 inch x 6 inch column of blank white space on EACH plan page for County reviewer stamps.
- ❑ Blank column is not needed on specification sheets or other manufacturer instruction sheets.



After uploading the files, for each file add a short description of the file and select the Document Type from the drop down list that matches the uploaded document. Click SAVE at the bottom of Attachments Section.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
No records found.								

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**File:** CSP-DCD Eligibility checklist.pdf [Remove](#)

**Description: \***

↔

--Select--

- Calculations
- Correction Notice Response
- Electronic Plans Field Revisions
- Electronic Plans First Submittal
- Electronic Plans Resubmittal
- Online Application Section B
- Owner Builder Form
- Submittal Checklist

Our staff will be notified to review the submittal. Applicants will be notified if more information is needed or documents are incomplete. The review process will begin when documents are deemed complete.

Applicants will be notified by email when to pay for fees on the ePermits Center and when the permit has been issued. The permit card and approved plans will be made available on the Attachments section of issued permit for the applicant to download on the ePermits Center permit number.

## Viewing Existing Applications

After logging in, click Search Permits to see the applications associated to account

Welcome John Doe

You are now logged in. Please "Allow Pop-ups from This Site" before proceeding.

To get started, select one of the services listed below:

### General Information

Look up Property Information

### Building

Create an Application

Search Permits

Schedule an Inspection

### Planning

Search Applications

Cart (0)

Your cart is empty.

### Help Guides

[ePermits Process Guide](#)

Or click Search from the toolbar to see the associated applications after logging in

The screenshot shows the Contra Costa County website interface. At the top left is the logo for California Contra Costa County. Below the logo is a navigation toolbar with links for Home, Search, New, and Schedule. A red arrow points to the Search link. To the right of the toolbar is a link to Return to Contra Costa County. Below the toolbar is a header area with the text "Announcements | Logged in as: John Doe | Accessibility Support | My Project Collections (0) | Cart (0) | Account Management | Logout". The main content area is divided into three sections: "Welcome John Doe" with a login notice, "To get started, select one of the services listed below:" with three service boxes (General Information, Building, and Planning), and "Help Guides" with a link to the ePermits Process Guide. The Building box contains links for "Create an Application", "Search Permits", and "Schedule an Inspection". The Planning box contains a link for "Search Applications". A "Cart (0)" box indicates "Your cart is empty."

Click the permit number link to access the permit application information such as review processing, attachments, receipts, inspections, etc.

If fees are due, click the “PAY FEES DUE” link that will appear in the **Action** column of permit needing a payment.

**Records**

Showing 1-10 of 66 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	File Date	<a href="#">Record Number</a>	Record Type	Status	Address	Action
<input type="checkbox"/>	09/02/201	<a href="#">BIPVR15-005582</a>	Building - Residential Photovoltaic	Applied	40 TEMPLE CT, PACHECO CA 945535050	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005581</a>	Building - Residential Photovoltaic	Applied	956 TEMPLE DR, PACHECO CA 945535026	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005580</a>	Building - Residential Photovoltaic	Applied	1218 TEMPLE DR, PACHECO CA 945535028	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005579</a>	Building - Residential Photovoltaic	Applied	1226 TEMPLE DR, PACHECO CA 945535051	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005578</a>	Building - Residential Photovoltaic	Issued	23 TEMPLE CT, PACHECO CA 945535024	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005577</a>	Building - Residential Photovoltaic	Issued	17 TEMPLE CT, PACHECO CA 945535024	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005576</a>	Building - Residential Photovoltaic	Issued	954 TEMPLE DR, PACHECO CA 945535026	
<input type="checkbox"/>	08/20/201	<a href="#">BIPVR15-005575</a>	Building - Residential Photovoltaic	Applied	40 TEMPLE CT, PACHECO CA 945535050	
<input type="checkbox"/>	08/18/201	<a href="#">BIPVR15-005574</a>	Building - Residential Photovoltaic	BI Plan Check	1244 RAYMOND DR, PACHECO CA 945535023	
<input type="checkbox"/>	08/18/201	<a href="#">BIPVR15-005573</a>	Building - Residential Photovoltaic	BI Plan Check	1207 RAYMOND DR, PACHECO CA 945535022	

< Prev 1 2 3 4 5 6 7 Next >

Download the permit card and reviewed plans from the Attachments section where the application files were uploaded initially when you receive the email stating the permit has been issued and the files are ready. The plan file (including manufacturer’s spec sheets and instructions) must be printed in color and in 11 x 17 size for the inspector. Both pages of the permit card file must be printed and available onsite during construction and for the inspector to sign.