



SOLAR / ENERGY STORAGE / VEHICLE CHARGING SUBMITTAL CHECKLIST

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#)
- Your plan set should be condensed into one PDF file. Supplemental documents can be uploaded individually. Submittal documents must meet the requirements of the 2022 California Codes (CEC, CRC, CBC, CFC)
- Initiate a submittal application in the Online Permit Center by scrolling to the bottom and selecting “Apply for a Permit” and login or register for a new account.
 - Application Type – Solar Permit or Electrical Permit
 - Select “Sub Type” from drop down menu
 - Enter “Work Description”
 - Find the project address by entering the address number and street name only. If within city limits, the address details should autofill.
 - Enter “Property Owner Email”
 - Complete remainder of permit application
- Under “Related Documents” submit plan set and construction documents:

PLAN SET

- Complete PDF file for building plans (electronic signatures accepted), including:
 - Title page
 - Site plan
 - Roof plan with solar layout showing all setbacks, or array layout for ground mounted systems
 - Single Line Electrical – stamped by an electrical engineer, or signed by a C10 or licensed installer along with their license number
 - Floor plan showing the location of all the equipment, including if there is a battery storage system or vehicle charger
 - Plan of all the required labels
 - Attachment details
 - Footing details (ground mounted systems) and signed structural calculations for array mounting system

SUPPLEMENTAL DOCUMENTS

- Cut Sheets – for all equipment being installed
- Structural Calcs – showing the roof can take the loads of the new solar system and the existing or new roof material, or copies of sheets providing type of wood, sizing, spacing & span of roof framing member to which panes are attached and the type of roofing materials (roof framing plan)
- Completed [Agent Authorization Form](#), if applicable

For projects with multiple structures: Calistoga permits each structure separately. You may put more than one structure on your plan set, but if you do, be aware that all the permitted structures must be issued at the same time. Please fill out an application for each structure separately and upload to submittal.

Once your submittal has been deemed complete and processed you will receive a request for payment via email of your plan review fees. Please note, your submittal will not be distributed to applicable County departments.