



County of San Diego, Planning & Development Services  
**ONLINE SOLAR PHOTOVOLTAIC PERMIT**  
**IMPORTANT CUSTOMER INFORMATION**  
**BUILDING DIVISION**

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**This Handout Provides Important Information for Customers Who Apply for Permits Online for Solar Photovoltaic Projects**

## Part 1 – How to Apply Online

If your property is in the unincorporated areas of the County of San Diego and you plan to install a residential roof-mounted solar photovoltaic system, you can apply for the building permit online at the County's web site at <https://publicservices.sdcountry.ca.gov/CitizenAccess/> in the "PDS" section.

You will need the Assessor Parcel Number (APN) for the property, which is available on the property tax bill. Click **Apply for a Record** and review the **General Disclaimer**. Select **Building** from the drop-down in the next screen to begin the step-by-step application process.

### Step 1, Location of Work

Enter the APN in 123-456-78-90 format in the **Parcel Number** field and click the **Search** button. *Note: The value in the **Domain** field must be "CN". Other values in this field indicate the parcel is not in the unincorporated areas of the county.*

### Step 2, Applicant Info

Fill in the homeowner's information in the **Owner on Application** block of fields and click Continue.

### Step 3, Additional Contacts

Please enter complete information in each contact block and click the Continue Application button.

- **PDS Plan Check Contact:** The person in charge of obtaining all approvals prior to issuance.
- **PDS Permit Contact:** The person to contact while construction takes place after the permit has been issued.
- **Professional:** The licensed contractor responsible for the installation. Enter the CSLB license number and click **Search**.

### Step 4, Work Type

Select "**8002 – REN – (Online) RES Roof Mt Solar PV No Meter Upgrade (HRA)**" from the **Primary Scope Code** drop-down. In a moment the **Use** field will auto-populate. Enter the nearest cross street to help the inspector find your site. Please make no other edits in this field.

### Step 5, Upload

Click the **Browse** button to upload the plans in PDF file format. Upload a single file, and remember to click the **Save** button when done.

### Step 6, Review

Review all your entries carefully. You may edit each block of information as needed by clicking the **Edit** buttons. When ready, click **Continue Application** at the bottom of the page.

### Step 7, Application Acceptance

Remember to write down the record ID number generated when the application is accepted.



## Part 2 – Important Notices and Permit Expiration

**For your protection, retain your plans and permits. The county does not maintain permanent copies. All work shall comply with the laws of the county of San Diego and the state of California. Any building, electrical, plumbing or mechanical installation may be inspected during normal working hours.**

**EXPIRATION:** Every permit issued by the building official shall expire if the building or work authorized by the permit is not commenced and receives a valid inspection within two calendar years from the date of permit issuance. When work authorized by the permit is suspended or abandoned for a period of 180 days the permit expires. When the time between required inspections will exceed 180 days, a progress inspection must be requested within 180 days of the last inspection to assure keeping the permit active. The Building permit is valid for a maximum of 3 years from the date of permit issuance.

When a permit has expired, work is not to recommence without first obtaining a new permit. When changes have been or will be made in the original plans or specifications or abandonment has exceeded two years, a new plan check and full fees are required.

**NOTE:** The San Diego County Zoning Ordinance, Section 1018, defines actual construction to be the actual placing of construction materials in their permanent position, fastened in a permanent manner, except that where a basement is being excavated such excavating shall be deemed to be actual construction, or where demolition or removal of an existing structure has begun preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction.

**Please notify the department if work is abandoned.**

**FINAL INSPECTION:** To be made after work is complete and all special conditions required for permit issuance have been completed and accepted by the responsible department.

108.7 Other Inspections. In addition to the called inspection(s) specified above, the Building Official may require other inspections of construction work to ascertain compliance with the provisions of Codes and laws enforced by the Department.

108.8 Re-inspection. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

This subsection is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Re-inspection fees may be assessed when the permit card is not properly posted on the work site; the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested or for deviating from plans and specifications.

To obtain a re-inspection, the applicant shall file an application in writing upon a form furnished by this department, and pay the re-inspection fee.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.