



**CITY OF YUBA CITY  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
1201 CIVIC CENTER BLVD • YUBA CITY, CA 95993  
(530) 822-4629**

**SOLAR PERMIT PLAN SUBMITTALS**

Submit plans and application via mail or in person to address above or via email to [trikard@yubacity.net](mailto:trikard@yubacity.net) and [tkopp@yubacity.net](mailto:tkopp@yubacity.net).

Plan Submittal Requirements (electronic submissions will also require 1 hard copy at or prior to permit issuance):

- plan check application
- site plan
- roof layout plan to include;
  - dimensions, weight and calculations for;
    - panel modules
    - panel array
    - roof framing
- attachment details
- electrical line diagram including tie into sub-panels and/or main service panel
- panel specifications

Allow up to 3 weeks for plan review. You may check the progress of your plan check on our website: [www.yubacity.net](http://www.yubacity.net). Go to City Services, Community Development, Online Services. Then, in the upper left hand corner, select “I want to . . . search . . . permits . . . permit records”; enter permit number or address then click on permit number to view permit record. Select the plan reviews tab to view review status and notes.

**SOLAR PERMIT INSPECTION REQUIREMENTS**

**NOTE: We will not provide an inspection time or advance notice for those inspections that only require access to exterior yard areas.**

*Exception: If an inverter is located inside the garage or other interior locked area, please let us know so that we can coordinate access. Otherwise, it is not necessary for you to be present for the inspection, so please do not generate phone traffic inquiring about inspection times.*

Submit your inspection request via our website or by phone to (530) 822-4901. Your inspection will be scheduled on the business day you specify as long as the request is submitted by 5:00 PM the preceding business day and the day you have requested is not a furlough or holiday.

On the day of the inspection, you will be responsible for the following preparations by 7:00 AM:

- Secure all pets from the inspection area.
- Make available: signed *Permission for Inspection Access* form, together with the permit card and approved plans and supporting documents.
  - Leave this paperwork either on the front porch or in or near the main electrical service panel
- Provide unlocked access through a means other than through the home or garage.
- Provide a ladder if required to conduct the inspection (Inspector does not need access to roof mounted panels on a sloped roof that is visible from the ground).

Your inspection record (on the back of the permit) will be signed by the Building Inspector upon inspection approval or a correction notice will be left at the job site. You can also access the inspection record on the City’s website ([www.yubacity.net](http://www.yubacity.net)) to view scheduled inspections and inspection results. Go to City Services, Community Development, Online Services. Then select “I want to . . . search . . . permits . . . permit records”; enter permit number or address then click on permit number to view permit record. Select the inspections tab to view inspection record.