



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building & Safety Inspection Division**  
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910  
(209) 333-6714

# Photovoltaic Permit Procedure

Policy and Procedure-G

[November] 2008

1. Application, 3 sets of plans and 1 set of manufacturer's spec sheets/owner's manual to be submitted to Building Inspection Division by Contractor.
2. Building Inspection Division will route a Staff Comment Sheet to Electric Utility (Engineering), which will include 1 plot plan and 1 set of PV system plans.
3. Building Inspection Division will provide the applicant with the Electrical Interconnection Agreement (Co-metering or Net-Metering, which ever is applicable to customer's project) with a self-addressed envelope to Electric Utility Department\*. The Contractor/Owner is responsible for returning the signed agreement to EUD.
4. Electric Utility to notify Building Inspection Division of approval by return of Staff Comment Sheet, with a copy of ECS 942 0240 (Co-generation Metering Standard) attached. Staff Comment Sheet shall not be approved until agreements have been signed and returned to EUD.
5. Permit issued to Contractor.
6. Contractor to request the following inspections:
  - Pre-inspection  
To verify adequacy of roof structure and electrical service (according to approved plans and Project Engineer's specifications/calculations).
  - Rough wiring and framing
  - Final Approvals by Electric Utility (Contractor to call E.U. main office 333-6762 and indicate P.V. inspection). Electric Utility to lock-out photovoltaic system connect/disconnect switch; the lock will remain in place until the Electrical Interconnection Agreement is signed by Electric Utility Director, and photovoltaic system is confirmed operational. EUD Planner will post their inspection results on Permits Plus.
  - Final Inspection by Building Inspection Division 333-6716.
7. Building Inspection Division to e-mail "Service Order meter set P.V. system" to Finance Department once permit has been finalized. Upon notification from EUD that the Interconnection Agreement has been signed by the EUD Director, Finance Department will create a service order for Electric Utility Department to set PV meter that registers the output of the system. Finance Department to e-mail PDF of the service order to the EUD Construction /Maintenance Supervisor, Distribution Planning Supervisor and the Metering Electrician. PV meter will be set and the lock in the system connect/disconnect will be removed. A copy of the signed interconnection agreement will be returned to the customer via mail.

8. Finance Department will update the CIS system with the meter information. Customer will not be billed as a net meter until the service order is returned to Finance. The existing meter will be replaced. For grid tie metering, one additional meter will be installed.

NOTE-EUD will remove lock; however, the breaker will have to be closed by the customer or their representative.

\*Once customer-signed Electrical Interconnection Agreement is received in the Electric Utility offices, it will be held until customer's photovoltaic system receives final building inspection and system is confirmed operational.

### **PERMIT FEES & METERING FEES**

#### **RESIDENTIAL**

	EUD Metering Fee	\$406.00	
	P.C. 1 Hour	\$141.00	
	Inspec. Pre	\$71.00	
	Rough	\$71.00	
	Final	<u>\$71.00</u>	
	Sub-Total	\$760.00	
	Final App. Admin. Re-insp.	<u>\$71.00</u>	
	Sub-Total	<u>\$831.00</u>	
Electrical permit – Sub-panel (inverter) ea.	\$15.00		
Service (If 100 amp)	\$15.00	(\$25.00 if 200 amp)	
Permit	\$71.00		
BSASRF Fee	<u>\$1.00</u>		
<b>Total</b>		<b><u>\$933.00</u></b>	

#### **COMMERCIAL**

	EUD Metering Fee	\$417.00	
	P.C. 2 Hour	\$282.00	
	Inspec. Pre	\$71.00	
	Rough (2)	\$142.00	
	Final	<u>\$71.00</u>	
	Sub-Total	\$982.00	
	Final App. Admin. Re-insp.	<u>\$71.00</u>	
	Sub-Total	\$1053.00	
Electrical permit – Sub-panel (inverter) ea.	\$15.00		
Service (If 100 amp)	\$15.00	(\$25.00 if 200 amp)	
Permit	\$71.00		
BSASRF Fee	<u>\$1.00</u>		
<b>Total</b>		<b><u>\$1156.00</u></b>	