



## SolarAPP+ Automated Solar Plan Reviews

The City of Downey is committed to promoting sustainable energy solutions and fostering a more efficient, customer centric permitting experience. Our partnership with SolarApp+ aims to streamline and expedite the permitting process. The SolarAPP+ system is an automated web-based design review system that checks to ensure proposed systems comply with current California building, electrical, and fire codes.

**SolarAPP+ provides near instant PV Solar permits for Residential roof-mounted photovoltaic systems, systems and Energy Storage Systems.**

Before applying for an automated solar plan review and solar permit, projects must follow certain requirements. At this time, SolarAPP+ is designed to provide a code-compliance check for the majority of residential, roof-mounted photovoltaic systems. To see if your project is eligible, please refer to the [SolarApp+ eligibility checklist](#). Only projects that conform to these requirements are eligible to use the automated SolarAPP+ portal for instant permitting

### What Projects can be permitted through SolarAPP+?

- Residential roof-top PV solar systems
  - Residential roof-top PV solar systems and electrical service upgrades
  - Residential roof-top PV solar systems and electrical service upgrades with Energy Storage
- [What types of systems are eligible for SolarApp+?](#)  
[SolarApp+ eligibility checklist](#)

### What Projects do not qualify for SolarAPP+

- Energy storage system projects that do not include a new pv solar system
- Ground mount PV solar systems
- PV solar systems where an existing PV solar system is installed
- Owner/Builder projects (A valid contractor's license is required to use the SolarAPP+ system)
- Energy storage systems (batteries) that exceed 400lbs individually (or aggregated weight based on their proposed location(s)).
- Projects with electrical services larger than 400A
- Parcels with active code enforcement violation cases
- Electrical systems that have been altered without permits (e.g. generators installed without required permits)

### How do I use SolarAPP+?



- Go to the following website for information on how to use SolarAPP+  
[SolarApp+ website](#)  
[SolarApp+ Information & Tutorials](#)
- You will also need to register for an account with the City of Downey's permitting system, Accela Citizen's Access (ACA)
- This is a two-part process
  1. First you will submit your design for review through SolarAPP+
  2. Once you receive your approval documents from SolarAPP+ you will be directed to the Accela Citizen's Access (ACA) portal where you will complete the application, upload your approval documents, and pay the permit fee.
  3. Upon completion of the above steps your permit will be automatically issued

### **What do I do after my permit is issued?**

- Once your permit is issued you can complete the installation
- When the installation is complete and you are ready for inspection, you will need to request a SOLAR inspection (#2200 on your job card).

### **How do I make changes to approved projects?**

After issuance, projects can be revised as many times as the contractor wishes prior to installation. After revisions are complete and the project is submitted, SolarAPP+ will then run another compliance check. If your updated system design is code compliant, the system will reissue your revised Approval Document and Inspection Checklist. After the revised approval document is issued you will be directed to the City's ACA portal to process the revised permit.

SolarAPP+ does not charge additional fees for the first three revisions, however, each subsequent revision will require a \$25 project fee to SolarAPP+. If a revision requires payment of an additional fee, the Approval Document is not issued until the fee is paid.

[What kind of revisions can SolarApp+ process?](#)

### **What documents do I need for the inspection?**

- Print out a hard copy of the SolarAPP+ Approval Document, it will serve as an inspection checklist.
- A Smoke and Carbon Monoxide Alarm Acknowledgement form is required to be completed by the property owner (or you can request that the inspector come inside to verify smoke detectors and carbon monoxide alarms are installed and functional).

[How do I prepare for an inspection?](#)

1. Ensure you have the correct date and time for the inspection, ensuring that you will leave time to arrive early at the beginning of the appointment time or window.
2. Ensure you have all documentation needed (i.e. SolarAPP+ approval documents, inspection checklist, all tools and equipment necessary, and any supporting documentation that the jurisdiction requires).
3. Use the SolarAPP+ inspection checklist to walk through the installation, ensuring that all items will pass the inspection



### **How do I request a Building Inspection?**

Scheduling an inspection with a SolarAPP+-issued permit is no different than scheduling inspections for traditionally approved permits. For all inspection scheduling questions, please refer to the our Accela Citizen's Access portal.

- For Information on scheduling and preparing for inspection as well as helpful forms and handouts, please visit our website, [City of Downey Building & Safety](#)