



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

Residential Rooftop PV Plan Submittal Instructions

H006
9/8/15
Applicable Code(s):
2014 LACBC
Chapter 68

In order to provide more uniform and efficient customer service, the review of all residential rooftop photovoltaic (PV) projects will be processed by the Electrical Section at our Headquarters in Alhambra. For small residential rooftop solar energy system projects, our ordinance, policy, and forms are available at <http://dpw.lacounty.gov/bsd/content>. The following is the submittal process, effective August 17, 2015.

Online electronic submittal

We encourage you to use our online electronic submittal process to expedite the review and approval of your project. You can submit plans at any time without going to a district office. Please refer to the attached instructions to submit plans online. A step-by-step tutorial is also available at <https://dpw.lacounty.gov/BSO/BSOP> by clicking on the link "Instructions for Using BSOP" at the top of the webpage.

Paper Submittal

Step 1: Visit the local district office that has jurisdiction over the project address.

Step 2: A building plan checker will screen the project for completeness.

Step 3: When the submittal is complete, the plan check fee will be collected.

*All submittals must be accompanied by a copy of the plan check receipt in order for the Electrical Section to accept the plans.

Step 4: In submitting to the Electrical Section, there are **TWO** options:

1. Hand deliver the submittal to the Electrical Section located at 900 S. Fremont, 3rd floor, Alhambra. Over the counter plan check is available Monday through Thursday from 7:00 - 11:00 AM;

OR

2. Submit to the local district office and have it delivered via County messenger. Please be aware that by using County messenger, the delivery and review process may take up to 2 weeks.

Step 5: When the project is approved by the Electrical Section, the approved plans shall be delivered by the applicant or via County messenger to the local district office for permit issuance and inspections.