



Sam Shahrouri  
Deputy Director of TLMA  
Building Official

## COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

Dear Solar Customer,

In a continuing effort to streamline the solar permitting process, we have updated our submittal requirements for **Roof-Mount Solar Permit Applications**. Beginning 3/31/2022, all roof mount solar permit applications must be submitted online at <https://rivcoplus.org/> and paid for within 72 hours of application.

The online system will automatically generate the fees for payment. If payment is not received within 72 hours, the application will be voided, and you will be required to re-apply. Permits cannot be “re-opened” for payment, nor will documents be transferred to new permits. It is the applicant’s responsibility to monitor and make the payments.

Also, note that beginning 3/31/2022, the Building & Safety Department is rolling out a new solar master application form. This new, updated application is required and must be complete and contain all required signatures. The updated application can be found on the website at <https://rctlma.org/building/Forms>. A grace period until 4/15/2022 will be given to transition to the new applications. If after 4/15/2022 you submit an old version of the application, you will be required to resubmit a new application.

CERTIFICATION OF RESIDENTIAL ROOF-TOP PV SOLAR SITE PLAN/PROJECT form is back in use, as of 3/31/2022. If the project qualifies, this form may be submitted to expedite the permitting process. Ensure all signatures are captured and that California License Number is not expired and the correct classification. This form is the first page on the updated Master Application for Roof Mount Solar found at <https://rctlma.org/building/Forms>.

In addition to reviewing the requirements on the Building & Safety Solar Permit handout found on <https://rctlma.org/building/Forms>, by selecting the Residential PV Solar tab, please note the following.

Applications will be automatically canceled if;

1. The incorrect application type is selected online. You must select the Solar Roof Mount – Residential option which will generate a BEL permit number and a fee. Do not select the Building Permit Application which will generate an OAPT number, this is incorrect.
2. Roof-mount solar to a mobile or manufactured home is proposed. Those are permitted by the State - HCD, not the County.
3. Roof-mount solar is proposed on top of an unpermitted structure. Structures used for roof-mounts must be permitted.
4. An open and unresolved Code Enforcement Case is on the property.
5. If the application and site plan are incomplete or illegible and do not contain the required information and signatures to proceed, the application may be canceled, and you will be required to re-apply.

If your permit is canceled, you will be given instructions on how to withdraw and request a refund.  
<https://rctlma.org/building/Forms> (284-100)

You may also experience delays if a duplicate solar permit already exists on the property. If an open/active permit for roof-mount solar already exists on the property and your application is a duplicate, our staff will contact the homeowner with instructions on how to cancel the existing permit. To avoid duplicates and delays, we recommend acquiring a completed agreement or contract with the property owner before applying for the permit.

Recommendations for efficient processing:

- Draw an accurate site plan, fully dimensioned with detailed labels. Visit the property to gather information or use aerials to verify structures.
- All structures on the property must be plotted on the site plan, with detailed labels, describing the type and use of the structure and if it contains electrical.
- When in doubt about if a structure is permitted or not, check with our Records department, in advance. They can be reached at 951-955-2017.
- Talk to your property owners to see if they are aware of any open code enforcement cases on their property or any duplicate solar permits.
- If your plans contain an energy storage system (ESS), be sure you have added that to the permit description.
  - A separate permit will be created by the County for the ESS and invoiced separately. Both permits will be required to be issued together
  - Note that if the system is over 20 kw AC or DC, you will be required to get a fire department clearance, prior to the issuance of the permit.
- Submit a complete and accurate application.

We hope that together we can improve your experience with solar permitting in Riverside County.

Sincerely,

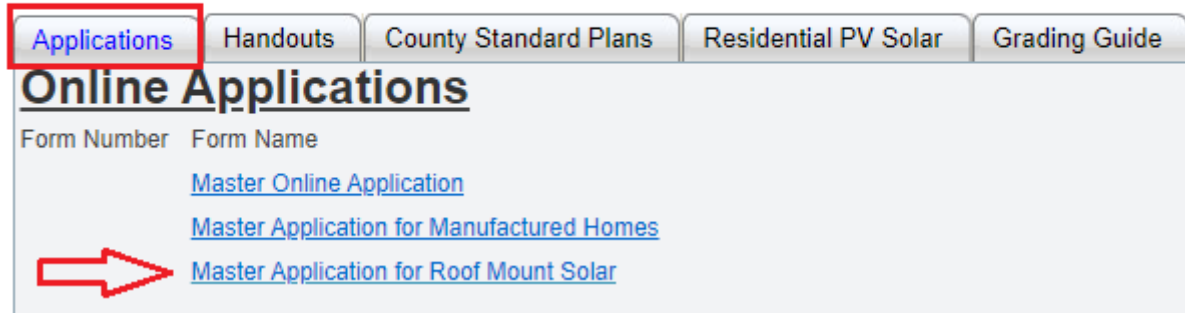
Riverside County Permit Center Staff

(Building & Safety and Land Use)

**\* See next page for helpful screenshots on how to find forms and select the correct application type.**

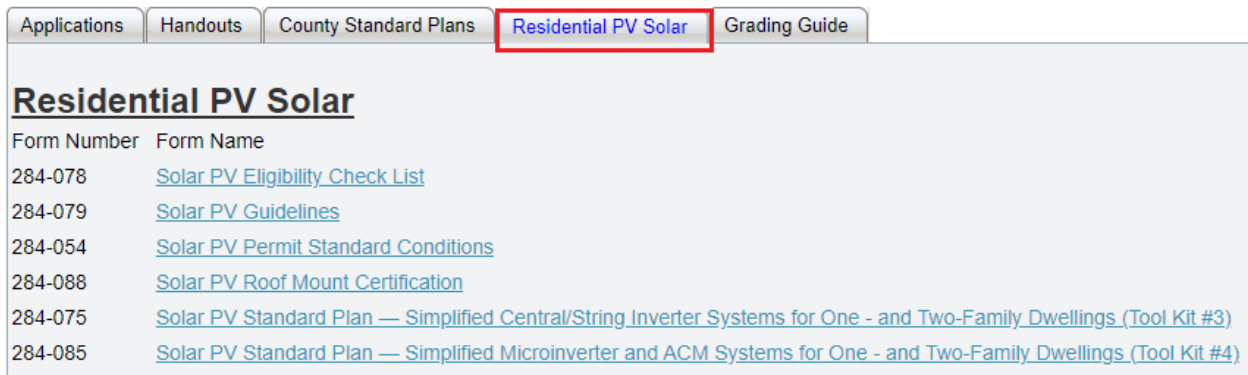
Updated Master Application for Roof Mount Solar is found at <https://rctlma.org/building/Forms>  
Select Application Tab. This application is required for all roof mount solar.

## Forms



Form Number	Form Name
	<a href="#">Master Online Application</a>
	<a href="#">Master Application for Manufactured Homes</a>
	<a href="#">Master Application for Roof Mount Solar</a>

For further information on solar requirements, additional checklists, and guides, select the Residential PV Solar tab.




Form Number	Form Name
284-078	<a href="#">Solar PV Eligibility Check List</a>
284-079	<a href="#">Solar PV Guidelines</a>
284-054	<a href="#">Solar PV Permit Standard Conditions</a>
284-088	<a href="#">Solar PV Roof Mount Certification</a>
284-075	<a href="#">Solar PV Standard Plan — Simplified Central/String Inverter Systems for One - and Two-Family Dwellings (Tool Kit #3)</a>
284-085	<a href="#">Solar PV Standard Plan — Simplified Microinverter and ACM Systems for One - and Two-Family Dwellings (Tool Kit #4)</a>

**To begin the online application.**


On <https://rivcoplus.org/> after logging in and selecting the Apply tab.

## Welcome to PLUS Online!




**Login or Register**

Login to an existing or create a new account. For detailed instructions click on the "How To Register" link in the black bar above.



**Apply**

Be sure you are registered before you apply. This tool can be used to apply for a permit, plan or license.



**Pay Invoices**

Click here to make a payment using an invoice number

Select the Permits tab.

[Home](#) [Search](#) [How To Register](#) [User Guides and Links](#) [Apply](#) [FAQs](#) [Application Instructions](#) [Conditions of Approval](#) [Help](#)

### Application Assistant

🔍

🏠 All

📈 Trending

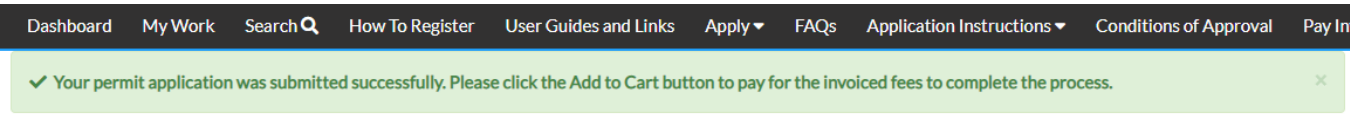
📋 PERMITS

📁 PLANS

Scroll to Solar Roof Mount – Residential (it is an alphabetical list). Be sure to select Roof Mount and not just the first solar permit which is ground mount. And click Apply to open.

<b>Building Permit Application</b>	<p>Category Name: All Building Permits</p> <p>Description: Use this application to apply for any building permit with Building and Safety Dept. including commercial, industrial, residential - plumbing, electrical, pools, walls, custom homes and more. You must include a completed master online application with your submittal, see the Building and Safety website, Forms section at <a href="http://rctlma.org/building">rctlma.org/building</a>.</p>	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Apply</a>
<b>Transport Permit - Single Trip</b>	<p>Category Name: Transportation</p> <p>Description: Oversized/Overweight Single Trip</p>	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Apply</a>
<b>Solar Roof Mount - Residential</b>	<p>Category Name: Residential</p> <p>Description: Roof Mount Solar Residential</p>	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Apply</a>

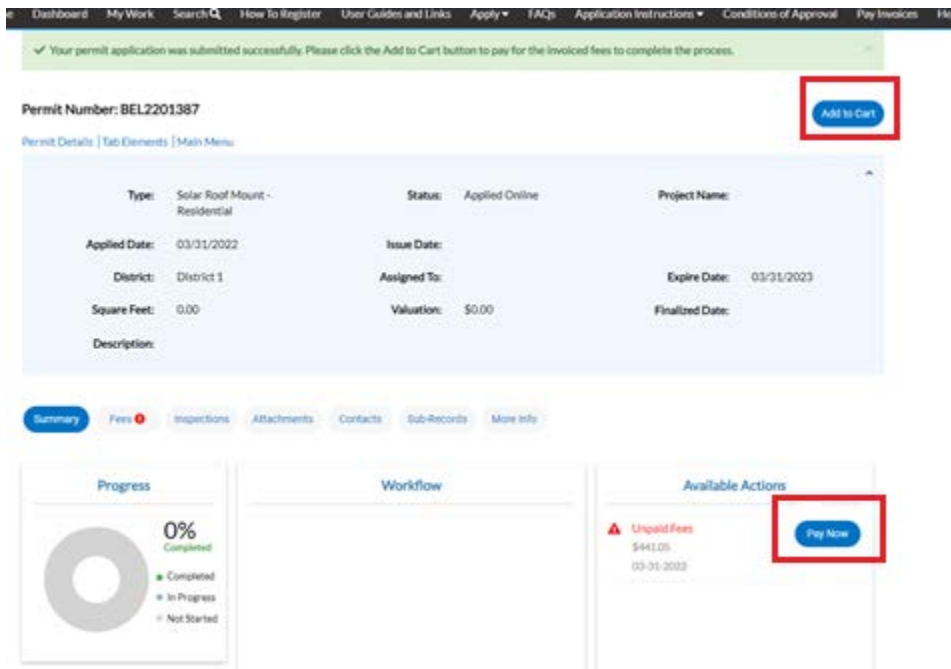
Once you have filled out the information, click on Review and Submit and you will get a green banner that your application was submitted successfully and directing you to Click on, Add to Cart button for payment.



Permit Number: BEL2201387

Add to Cart

The screen will show unpaid fees and give you two options to begin payment. Either Add to Cart or Pay Now.



If you select Add to Cart. You will see basic information as to the invoice number and amount due. And it will allow you to click on the Check Out button.

[Back](#)

Shopping Cart

Total \$441.05  
[Check Out](#)

Invoice: INV-00181807		Description: BEL2201387	
Due Date: 03/31/2022			
<b>Case Number</b>	<b>Project</b>	<b>Case Address</b>	<b>Amount Due</b>
BEL2201387			\$441.05

**\$441.05**

[Remove](#)

[Top | Main Menu](#)

Total \$441.05

[Check Out](#)

If you select Pay Now. You will get detailed information about the fees applied and you will Click on Pay Now.

[Back](#)

Invoice Number: INV-00181807

[Pay Now](#)



Invoice Total:	\$441.05		
Status:	Due	Invoice Date:	03/31/2022
		Due Date:	03/31/2022
Description:	BEL2201387		

[Primary Fees](#)

[Misc Fees](#)

[Payments](#)

[Attachments](#)

[Contacts](#)

Primary Fees

Sort:

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
8100 - BUILDING FEES	\$427.50	\$427.50	BEL2201387	Permit	BEL: RSLRR - Base Fee
8170 - GREEN BUILDING STANDARDS	\$1.00	\$1.00	BEL2201387	Permit	Permit Valuation Table (\$1.00 min)
8175 - BLD CASp FEE	\$4.00	\$4.00	BEL2201387	Permit	BLD CASp Fee \$4
8200 - LMS Surcharge	\$8.55	\$8.55	BEL2201387	Permit	2% of Base Fee

Results per page  1 - 4 of 4 << < 1 > >>

Both Add to Cart and Pay Now, will land you on the MyGovPay page to then select the payment details and method and finish your transaction.



Riverside County, CA  
Order Number: 63464  
Thursday, March 31, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00181807	BEL2201387	1	\$441.05	\$441.05
			Item Total:	\$441.05
			Order Total: <small>(excluding Service Fee)</small>	\$441.05

Payment Details

\*all fields are required

Pay with Credit Card (Service Fee: \$10.06)

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Pay with E-Check (Service Fee: \$0.00)

[Cancel](#)