



# City of Kingsburg

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## BUILDING INFORMATION BULLETIN 2023-006

Effective Date: 8/7/2023  
To: Architects, General and Trade Contractors, Associations & Citizens of Kingsburg  
Subject: SolarAPP+ Automated Solar Plan Reviews and Permit Issuance  
From: AJ O'Connell, MCP, CBO, CCEA – Building Official  
Policy:

The City of Kingsburg is excited to partner with the National Renewable Energy Laboratory (NREL) to launch an automated, instantaneous Solar Permitting platform for contractors. SolarAPP+ (short for Solar Automated Permit Processing) is a software program designed by NREL that can be used to verify code compliance for residential photovoltaic (PV) projects. ***Effective August 7, 2023***, all eligible PV projects must be submitted, reviewed, and approved in the SolarAPP+ program. **The SolarAPP+ program is only available to licensed contractors to obtain eligible PV building permits.**

SolarAPP+ automatically performs a compliance check based on inputs supplied by the contractor to ensure the proposed system is safe and code compliant. The SolarAPP+ software will check the submitted information based on the 2022 *California Electrical Code*, the 2022 *California Residential Code*, the 2022 *California Fire Code*, and all local City of Kingsburg amendments.

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, retrofit photovoltaic systems. To see which systems are eligible, please refer to the [Eligibility Checklist](#). Only projects that conform to this list are eligible to use the automated SolarAPP+ portal for instant permitting. Projects that are not eligible for SolarAPP+ must be submitted for plan check using the City of Kingsburg Solar Submittal requirements. Information about those requirements may be found [here](#).

- **Submit for automated review through SolarAPP+:**
  1. To start using SolarAPP+, register and submit your design through the [SolarAPP+ Webpage](#). You will need to provide proof of business licensure from the City of Kingsburg and all required CSLB documentation. If you need to renew your City of Kingsburg Business License, please go to this [website](#).
  2. Pay all required permit fees. Contractors will be required to set up a [Stripe account](#) to facilitate payment. Additional processing fees will be charged by SolarAPP+ and Stripe for their use and are not set by the City of Kingsburg Fee Resolution.

3. If approved, the SolarAPP+ program will automatically generate a City of Kingsburg job card for the scope of work. Print this document out and keep it on-site during construction. This job card is the permit for the work.
4. Download the approved plans for your records.
5. Download and complete a [Permit Application](#) and email to [buildingplanning@cityofkingsburg-ca.gov](mailto:buildingplanning@cityofkingsburg-ca.gov).

**CONTRACTORS MAY ALSO SUBMIT FOR AUTOMATED REVIEW AT THE CITY OF KINGSBURG'S SELF-SERVICE PERMITTING KIOSK AT 1401 DRAPER ST, KINGSBURG, CA 93631 DURING NORMAL BUSINESS HOURS.**

- **Schedule an Inspection:**

- City of Kingsburg building inspections are typically carried out the next business day if the request is made prior to 4pm the day prior.
- The City of Kingsburg only requires a Building Final inspection for eligible projects. If a main service panel upgrade is required, a separate Meter Release inspection by the City of Kingsburg may be required by PG&E.
- Call in for inspections at (559) 897-6526 and leave the following information on the message line:
  - Permit Number (for example, SOLAR APP+ SA20230523-3676-1-7-A),
  - Jobsite Address,
  - Type of Inspection Requested,
  - Day (Date) you are requesting the inspection,
  - Leave the Jobsite contact person's phone number in case the inspector needs it,
  - Any special instructions such as lockbox information, etc.
  - You may request AM or PM. Inspections are performed between 9a-1p during spring and summer, and 10a-2p in fall and winter. Contact the Building Division for more information.
- The printed SolarAPP+ job card must be on-site for the inspection.
- A ladder shall be provided on the job site in accordance with the City's [Ladder Policy](#).
- Unmanned Aerial Vehicles, "Drones", may be used during the inspection. More information on the City's Drone Program may be found [here](#).
- All equipment installed must be exposed and accessible at the time of inspection.
- Provide the completed [Carbon Monoxide and Smoke Detector Affidavit](#) at the Final Inspection.
- The inspector will sign the SolarAPP+ provided job card if the project passes inspection. If there are corrections, the inspector will indicate those on a separate Correction Notice and attach it to the job card.
- More information about inspections may be found [here](#).

### **FREQUENTLY ASKED QUESTIONS**

- [What is SolarAPP+?](#)
- [Where is SolarAPP+ available?](#)
- [What projects qualify to be submitted in SolarAPP+?](#)
- [Is there a limit on system size SolarAPP+ can review?](#)
- [How much does SolarAPP+ cost an installer to use?](#)
- [How do I register with SolarAPP+?](#)

- [How do I submit a project through SolarAPP+?](#)
- [How do I make changes to approved SolarAPP+ plans?](#)
- [Being prepared for SolarAPP+ inspection.](#)
- [Contractors Guide: Release notes](#)

For additional information regarding this please consult the Building Division website at <https://www.cityofkingsburg-ca.gov/149/Building-Department> or contact the Building Division at 559-897-5328.