

## CITY OF TEMECULA Citizen Self Service (CSS) Registration & Photovoltaic (PV) Submittals

### INTRODUCTION

**Welcome** to the City of Temecula's new online Citizen Self Service (CSS) portal. If you have feedback or suggestions please e-mail [Theresa.Harris@TemeculaCA.gov](mailto:Theresa.Harris@TemeculaCA.gov).

### QUICK INFO

- Photovoltaic website: [TemeculaCA.gov/PV](http://TemeculaCA.gov/PV)
- Permit Technician's E-mail: [permits@TemeculaCA.gov](mailto:permits@TemeculaCA.gov)

### ONLINE REQUIREMENTS

City Standard PV systems are eligible for an expedited review process ([TemeculaCA.gov/PV](http://TemeculaCA.gov/PV)). The City offers standard plans for:

- Single string systems (PV-1A)
- Micro inverter systems (PV-1B)
- Two string systems (PV-1C)

**NOTE** General Meter Adapters (GMA) are **not eligible** for expedited reviews. A paper application will be required.

In addition to using the standard plans, all expedited reviews must meet the eligibility requirements found within the City Standard packets. Packets must be complete; otherwise they will be rejected.

### TIMING

Reviews will be completed within 2-3 **business days** of payment. A complete review does not constitute approval. Resubmittals and revisions will be completed within 2-3 business days.

### RESUBMITTALS

Must be completed under the **original permit number**. Do not submit a new application for a resubmittal. Login to the [CSS portal](#) and upload your new version of the plans.

### REVISIONS

If a revision is needed (after plans have been approved or issued), please fill-out our [PV Revision Request Form](#). Do not submit a new application. Once a technician has reviewed your request you will be notified to log into CSS under the **original permit number**.

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### PACKET ORDER

City Standard packets shall be in the following order:

- 1) City Standard Cover Page (provided)
- 2) Building Permit Application (completed and signed)
- 3) Eligibility Checklist (completed)
- 4) Markings (completed)
- 5) Basic roof plan (replacing the sample roof plan)
- 6) City Standard Plan (PV-1A, PV-1B, or PV-1C) (completed)
- 7) PV Calculations Worksheet (completed)
- 8) PV Calculations Worksheet Guide
- 9) Structural Criteria (completed)
- 10) Structural calculations (if required by the Structural Criteria section)
- 11) Specification/ "cut" sheets (as required by PV-1A, PV-1B, or PV-1C)

### DIGITAL FILE REQUIREMENTS

- Files must be in a **single** unencrypted (unlocked) **PDF document**
- Files must be legible
- Files should be digitally inserted (scanning PDFs is highly discouraged)
- **TIP:** Use a search engine to find reputable PDF software
- Files must follow the proper naming convention - Streetaddress.submittaldate (see the below examples)

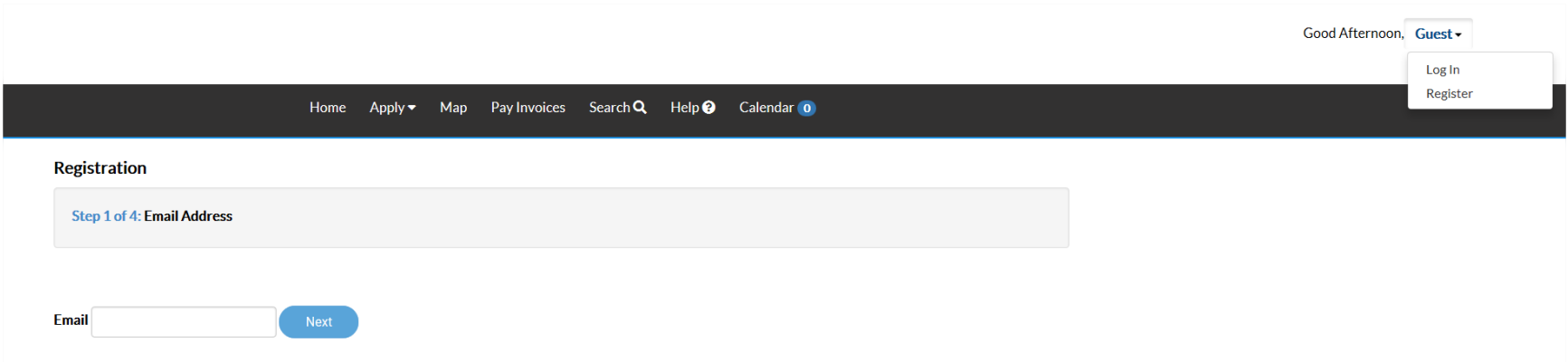
**Submittal Example:** 41000MainSt.07.23.15

**Resubmittal Example:** 41000MainSt.07.25.15

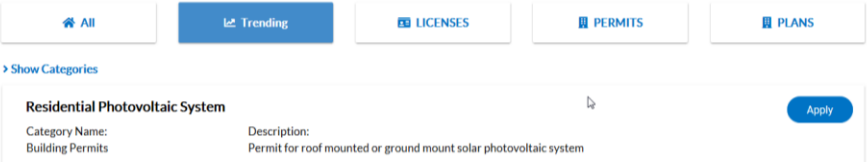
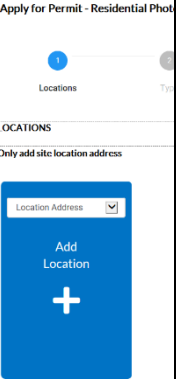
**Revision Example:** 41000MainSt.07.28.15.rev1 (please be sure to add the revision number the plans)

**Revision Resubmittal Example:** 41000MainSt.07.30.15.rev1

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<b>DOWNLOADING PLANS AND REGISTERING FOR AN ACCOUNT</b>	
<p>STEP <b>1</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit <a href="http://TemeculaCA.gov/PV">TemeculaCA.gov/PV</a></li> <li><input type="checkbox"/> Download a City Standard Plan (PV-1A, PV-1B, or PV-1C)</li> <li><input type="checkbox"/> Review &amp; complete the City Standard Plan</li> <li><input type="checkbox"/> Scroll to the “Online Submittal” button</li> </ul>
<p>STEP <b>2</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If already registered, skip to <b>Step 3</b></li> <li><input type="checkbox"/> Click on the Login/Register box or click on the Login/Register button located in the upper-right hand corner</li> <li><input type="checkbox"/> Enter your email address and follow the prompts</li> <li><input type="checkbox"/> An e-mail verification will be sent (activation is still required)</li> <li><input type="checkbox"/> Once you complete the verification, staff will review and activate the account within <b>24 business hours</b></li> </ul> 
<b>SUBMITTING PHOTOVOLTAIC PLANS</b>	
<p>STEP <b>3</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use your activated CSS account to submit City Standard PV Plans</li> <li><input type="checkbox"/> Visit <a href="http://TemeculaCA.gov/PV">TemeculaCA.gov/PV</a> then click “Online Submittal”</li> <li><input type="checkbox"/> Login to your account</li> <li><input type="checkbox"/> Click on the apply button on the black navigation menu then click all under the permits category</li> <li><input type="checkbox"/> Scroll down to “Residential Photovoltaic System” then click apply</li> </ul>

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<p style="text-align: center;">STEP <b>4</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Please confirm that the property address is located within the City of Temecula. An address can be verified at <a href="http://TemeculaCA.gov/GIS">TemeculaCA.gov/GIS</a></li> <li><input type="checkbox"/> Add the location (enter the house number and the street name -do not add “Dr., Cr., and Rd.” etc...)</li> <li><input type="checkbox"/> Click add</li> <li><input type="checkbox"/> If the address does not appear, it may not be located within the City</li> <li><input type="checkbox"/> If you are still having issues, please e-mail <a href="mailto:permits@TemeculaCA.gov">permits@TemeculaCA.gov</a></li> <li><input type="checkbox"/> Click next once the address is added</li> </ul> 
<p style="text-align: center;">STEP <b>5</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fill in the description with the following information:             <ul style="list-style-type: none"> <li><input type="radio"/> Number of kilowatts</li> <li><input type="radio"/> Number of panels</li> <li><input type="radio"/> Number of inverters</li> </ul> </li> <li><input type="checkbox"/> Follow our sample description below: “Online roof mounted photovoltaic system 8.73 KW/ 34 panels / 2 inverters”</li> <li><input type="checkbox"/> Once complete, click next</li> </ul>
<p style="text-align: center;">STEP <b>6</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For the next step, you will need to enter contacts</li> <li><input type="checkbox"/> A <b>Primary Contact</b> will be automatically added (this is the user that is logged-in)</li> <li><input type="checkbox"/> <b>Applicants</b> will need to be searched for and added</li> <li><input type="checkbox"/> A <b>Contractor</b> contact will need to be searched for and added             <ul style="list-style-type: none"> <li><input type="radio"/> You must utilize the contractor contact that has a valid contractor’s license</li> </ul> </li> <li><input type="checkbox"/> <b>Owner</b> information may or may not be available in the system             <ul style="list-style-type: none"> <li><input type="radio"/> Please search for the legal property owner</li> <li><input type="radio"/> Owners are generally in our database if they have pulled a permit or have been at their home for a substantial amount of time</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ *If an owner does not appear during your search, our staff will add the owner</li> <li><input type="checkbox"/> Double-check, do you have your ACO (<b>A</b>pplicant, <b>C</b>ontractor, <b>O</b>wner*)?</li> </ul>
<p>STEP <b>7</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The next screen will provide additional information</li> <li><input type="checkbox"/> Once reviewed, click next</li> </ul>
<p>STEP <b>8</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Next you will add your finished plans</li> <li><input type="checkbox"/> Verify that your plans:             <ul style="list-style-type: none"> <li>○ Are complete and accurate</li> <li>○ Follow the packet order described on page 1</li> <li>○ Follow the digital standards described on page 2</li> <li>○ Follow the naming standards described on page 2 <b>Submittal Example:</b> 41000MainSt.07.23.19</li> <li>○ Click on the blue plus box and attach or upload your plans</li> <li>○ Click next</li> </ul> </li> </ul>
<p>STEP <b>9</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review your permit information for accuracy</li> <li><input type="checkbox"/> Once complete, press submit</li> <li><input type="checkbox"/> You will now have an assigned permit number (B19-XXXX)</li> <li><input type="checkbox"/> A staff member will review your submittal <b>during regular business hours</b></li> <li><input type="checkbox"/> <b>If your application is complete</b>, a staff member will contact you with fee information</li> <li><input type="checkbox"/> <b>If your application is incomplete</b>, a staff member will contact you with resubmittal instructions</li> </ul>
<p>STEP</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Once contacted by a staff member, you can pay your fees within your CSS account</li> <li><input type="checkbox"/> Visit <a href="http://TemeculaCA.gov/CSS">TemeculaCA.gov/CSS</a> and login to your account</li> <li><input type="checkbox"/> Once logged in, you will click on your dashboard and pay the appropriate permit that needs payment</li> <li><input type="checkbox"/> Once paid, please email <a href="mailto:permits@TemeculaCA.gov">permits@TemeculaCA.gov</a> with your permit number</li> </ul>

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<h1>10</h1>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Your plan check will be reviewed within 2-3 business days</li> <li><input type="checkbox"/> You will be contacted with an approval or correction notification once the review is complete</li> <li><input type="checkbox"/> If approved, bring ONE set of printed approved plans the City</li> </ul>
<p>STEP</p> <h1>11</h1>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will notify applicants when approved plans are available.</li> </ul> <p>The following will is required for permit issuance:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>A printed and complete 11” x 17” (minimum) copy</b> of the approved packet (with the digital approval stamp)</li> <li><input type="checkbox"/> Payment for the remaining balance of the permit</li> <li><input type="checkbox"/> A valid City Business License</li> <li><input type="checkbox"/> A valid California State Contractor’s License</li> <li><input type="checkbox"/> Valid Worker’s Compensation information</li> <li><input type="checkbox"/> If pulling permits on behalf of a company or person, a notarized authorization letter shall be required to pull permit.</li> <li><input type="checkbox"/> If pulling permits as “owner/builder” a valid owner builder form will need to be completed</li> </ul>

**INSPECTIONS:**

A permit **must** be issued before an inspection will be scheduled (see the above issuance instructions). Once issued, inspections will follow our standard process (located on the back of the job card).

If you have questions, please contact a Community Development Technician at [permits@TemeculaCA.gov](mailto:permits@TemeculaCA.gov)