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| Logo  Description automatically generated | **CITY OF ONTARIO**  BUILDING DEPARTMENT  303 EAST B STREET ONTARIO CA 91764  (PHONE) 909-395-2023 (FAX)909-395-2180 | INFORMATION  BULLETIN 111  Effective 10/16/2023 |

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| RESIDENTIAL ROOF MOUNTED SOLAR SYSTEM PERMIT PROCEDURE |

Starting October 16, 2023, all Residential Roof Mounted Solar Systems less than 38.4 kW must follow the procedure listed out below. Any commercial solar systems, ground mounted solar systems, and roof mounted solar systems greater than or equal to 38.4 kW must follow the regular plan check review process.

1. **SUBMIT FOR BUILDING PRE-APPLICATION THROUGH CITIZEN PORTAL ACCESS**
   1. Log into Citizens Portal Access with link below, go to the Building Tab, and select “Create an Application” - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>

* Note! Documents **DO NOT** need to be uploaded at this time.
  1. Once accepted for review applicant will be invoiced. All fee’s must be paid in full.

Fees can be paid online at <https://ontarioca.telleronline.net/>

* 1. At this time a B Number will be assigned to your project. (This will be your Permit #)

1. **SUBMIT PLANS FOR REVIEW THROUGH WILLDAN GEOCIVIX PORTAL**
   1. Access Geocivix with the following link <https://willdan.geocivix.com/secure/>
   2. Create an account by selecting the “Register” button.
   3. Once an account has been created select “Sign in”. Once signed in select “Submit for Review”.
   4. Review Documents get uploaded during the “Submit for Review” stage.
   5. For a Geocivix Step By Step Guide click on the PDF icon. 
2. **PLANS WILL BE REVIEWED THROUGH GEOCIVIX**
   1. If fees are not paid in full, NO review will be performed.
   2. If “Corrections Required”,

* A comment letter will be emailed to the Geocivix email.
* ALL resubmittals will need to be done through Geocivix email.
  1. If “Approved”,
* A stamped set of the approved plans will be emailed to the Geocivix account and the City of Ontario.
  1. Once permit is digitally created, an automated email will be sent & inspection can then be created.

1. **INSPECTIONS ARE SCHEDULED THROUGH CITIZEN PORTAL ACCESS**
   1. Log into Citizens Portal Access with link below, go to the Building Tab, and select “Schedule an Inspection” - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>
   2. No permit card is needed.
   3. Note, a printed color set of the plans must be available at the field during time of inspection.

Track Plan Check Review status through Geocivix by visiting: <https://willdan.geocivix.com/secure/>

Track Inspection status by visiting: <https://automation.ontarioca.gov/onlinePermits/>