



Chino Valley Fire District

14011 City Center Drive, Chino Hills, CA 91709
(909) 902-5280 Option #2 Office (909) 902-5250 Fax
www.chinovalleyfire.org

PHOTOVOLTAIC SYSTEM PLAN CHECK SUBMITTAL REQUIREMENTS

The Chino Valley Fire District will no longer be offering in person over-the-counter plan review for photovoltaic systems/plans. All plans will only be accepted electronically. Contractors can use our online permit portal located on our website www.chinovalleyfire.org. All other applicants can submit via e-mail through permits@chofire.org.

We will offer a same day review through the online permit portal on Tuesdays and Thursdays, when plans are submitted via the online portal or e-mail between the hours of 8 a.m. and 11 a.m. Our office will review the plans between 1 p.m. and 3 p.m. If the plans are approved, the permit will be issued the same day. Plans submitted outside of this time frame will fall into our regular plan check queue of 7 to 10 business days.

The following electronic plan check submittal requirements are designed to expedite the review of your plans through our office in a timely manner. Your cooperation in providing all necessary information will allow our staff to conduct a thorough review of your plans. Each electronic PDF set of plans shall consist of the following:

- Submittal must be neat and legible
- Sheet #1 shall include a clear space for CVFD approval stamp
- Site address and information on whether the residence has fire sprinklers installed
- Full dimensional site plan reflecting property lines, all structure(s), streets, alleys, setbacks, point of compass, etc.
- Roof plan which reflects the array/panel layout, fire setbacks, fire access pathways, all conduit runs, locations of main electrical service, and inverter
- Information regarding the total roof area and percentage of roof area covered by solar panels
- Signage sheet reflecting the required signage in accordance with the California Electrical Code and the California Fire Code. Examples of labeling, signs, etc. shall be provided on the plan
- Specifications and manufacturer cut sheets
- Set of wet-stamped structural calcs (Used for reference only)

All work shall be performed by a California Licensed Contractor, unless the permit is being requested as owner/builder. The contractor shall have one of the following valid Contractor licenses: B, C-10, C-46. If you have not used our online permit portal, please contact our office to add your company and license to our database. Please call (909) 902-5280 Option #2 or e-mail permits@chofire.org.

PLEASE NOTE: Our requirements and process do not negate any plan check requirements from the City of Chino, Chino Hills, or San Bernardino County Building Departments. Each of these agencies will not issue building permits prior to approval and issuance of a permit from the Fire District. Each agency may also have additional requirements, such as obtaining a business license.

REVISIONS: If submitting revisions to an existing permit, please submit these via e-mail to permits@chofire.org. Please reference the existing permit number and jobsite address. Fees may be required for revisions.

All fees are due prior to permit issuance and are non-refundable. Thank you for your cooperation in helping us expedite your plan review process.