



**EXPEDITED SOLAR PERMIT PROCESS GUIDE**  
**SMALL SOLAR ENERGY INSTALLATIONS**  
**ONE- AND TWO-FAMILY DWELLINGS**  
CITY OF ENCINITAS PLANNING & BUILDING DEPARTMENT  
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This document outlines the City of Encinitas expedited process for rooftop installation of small solar energy systems for one- and two-family dwellings. A small solar energy system is 10 kW or less for solar photovoltaic (PV) systems and 30 kWth or less for solar water heating systems. Please visit <http://www.encinitasca.gov/index.aspx?page=491> to access required documents and more information.

**A. Submittal** - Applications for the expedited process for qualifying small solar energy systems can be submitted by email or in person.

1. Electronic submittal via email

- a. Email all items identified on the applicable submittal checklist in PDF format to: [solarpermits@encinitascalifornia.gov](mailto:solarpermits@encinitascalifornia.gov). Email subject line format as follows: "solar submittal <project address>," i.e. "solar submittal, 123 Second Street."
- b. Planning staff monitors the account and acknowledges receipt of submittal
- c. Submitted applications are reviewed for completeness, eligibility for the expedited process, and compliance with applicable zoning standards
- d. Eligible projects enter the expedited review process outlined below.
- e. Ineligible projects go through the standard permit review process.

2. Submittal in person

- a. Bring two copies of all items identified on the applicable submittal checklist to the Planning counter
- b. Application reviewed for completeness and applicable zoning standards
- c. Proceed to Building counter
- d. Application reviewed for completeness and eligibility for the expedited process
  - i. Eligible projects enter the expedited review process outlined below
  - ii. Ineligible projects go through standard permit review process

**B. Expedited Review Process** – Eligible projects follow this process:

1. In-person submittals scanned daily
2. Electronic submittals and scanned, in-person submittals transmitted to EsGil offices daily by email.
3. EsGil performs technical plan check within 3 business days
4. Any departmental review to be completed within 3 business days
5. Corrections needed
  - a. Corrections list to detail all deficiencies in the application and any additional information required to be eligible for the expedited process
  - b. EsGil transmits corrections list to applicant and Building via email
  - c. Any other departmental review comments directly to applicant from department via email

- d. Applicant corrects and/or provides additional information and resubmits by email or in person
  - e. Resubmittals by email to have subject line format as follows: "resubmittal <plan check number>," i.e. "resubmittal 2015-1234."
6. Plans approved:
- a. EsGil transmits approved plans to Building via email
  - b. Building prints approved plans daily
  - c. Paperwork prepared for permit issuance
  - d. Customer notified that permit can be issued
  - e. Customer comes to Building counter for permit issuance and to sign application, etc.
  - f. Permit issued