



Development Services Department Building Division

Office (909) 820-2505 / Fax (909) 421-7289
Monday – Thursday 7:00 AM until 6:00 PM

Procedure for AB-2188 Solar Energy Permits

In order to comply with the new AB-2188 Solar Energy Permits issuance, the procedure is as follows:

- * E-mail Permit Application to **Rozie Orihuela** at rorihuela@rialtoca.gov and CC: **Esther Duarte** at eduarte@rialtoca.gov
Please include Engineer Name and License.
- * City to verify applicant information
- * City to print application
- * Once complete, call applicant to collect/process plan check fee of \$130.00 (*flat fee*)
- * Process manual electronic plan check fee (\$130.00). Email applicant copy of receipt. Receipt will show Plan Check number for their reference for Solar Plans
- * Once plan check payment is finalized, Applicant may proceed with electronic plan submittal to Interwest Consulting Group notating Plan Check number. See Interwest Consulting Group's instructions.
- * Upon plan check approval, applicant/contractor is required to print two (2) color set of plans with two (2) sets of Structural Calculations; submit to City for final Building Permit Issuance.

Interwest Consulting Group has developed an online icloud for solar submittals. Please visit the link below and fill out the required steps for plan submittal.

<https://cloud.interwestgrp.com/>

(Do not type www)

Once you visit the website, you will be ask to provide your email, the Interwest staff email (**Diego Gomez** at dgomez@interwestgrp.com), a description of the project (*please provide the permit number and address*), and attach the solar plans. Once that has been completed and submitted, you will receive a confirmation email. In that email, you must re-enter your email to complete the processing. The plan-checker will contact you through email with corrections or approval.

- * If payment is made via check, applicant may mail application with \$130.00 plan check payment or come in to Building Division and submit plans and payment.

It is the responsibility of the Applicant to submit approved plans on a timely basis to the Building Division for final payment for permit issuance.