



## 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 Sonia Sanchez at [ssanchez@rialtoca.gov](mailto:ssanchez@rialtoca.gov) and Cc: Rozie Orihuela @ [ROrihuela@rialtoca.gov](mailto:ROrihuela@rialtoca.gov) and Esther Duarte at [eduarte@rialtoca.gov](mailto:eduarte@rialtoca.gov)  
Please include Engineer and Business License number.
- 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). E-mail 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 Willdan notating Plan Check number. See Willdan's instructions:

**WILLDAN ENGINEERING** has developed an online planroom in conjunction with idtplans to manage our projects for Electronic Plan Review. Please visit the website and register, as this is how we will distribute plans, specs and addenda in the future. You can access the WILLDAN project portal at the following address:

<http://willdan.idtplans.com/secure/>

(Do not type www)

Once you visit the website, click the orange **Register** button to fill out the online registration form. **After you submit the form you will receive an activation link in your email. Click this link to activate your registration.** You will then receive a second email confirming your acceptance. Once this is completed, you will be able to login and upload your plans and calculations for review. If your pdf. files are large, please break them up by discipline (or appropriate sheets) prior to uploading. If you have any questions contact Estelle Shapiro-Cope at (office) 909.963.0571.

- 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.*

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

- \* E-mail Permit Application to **Sonia Sanchez** at [ssanchez@rialtoca.gov](mailto:ssanchez@rialtoca.gov); [ROrihuela@rialtoca.gov](mailto:ROrihuela@rialtoca.gov) and CC: **Esther Duarte** at [eduarte@rialtoca.gov](mailto:eduarte@rialtoca.gov).  
Please include Engineer Name and License Number.
- \* 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 ([dgomez@interwestgrp.com](mailto: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.***