



NOTICE TO INDUSTRY

PV Structural Affidavits

EFFECTIVE IMMEDIATELY

The Building Division has created a new process for PV Structural Affidavits. This process applies to both paper and electronic permits.

Customers must now login to CSS to request the PV Structural Affidavit inspection. Note, IVR is not available for inspections.

When requesting the PV Structural Affidavit inspection, note that the requested date is not the date the document will be reviewed. Once the Building Division has received the inspection request, a reviewer and review date will be scheduled.

Customers must still submit the associated document(s):

- For online and paper permits, upload the documents to the Attachments section of your permit at the same time you request the inspection.

Any inspection request for PV Structural Affidavit that is NOT accompanied by the applicable document will be FAILED.

Any PV Structural Affidavit that is submitted WITHOUT requesting the corresponding inspection will NOT be reviewed.

There are no changes to the document submission requirements. There are no changes to traditional on-site field inspections.

Notice Issued: 9/16/2025