



Submittal Requirements Bulletin — Solar Pool Heating Installations 30 kWth or Less for One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar pool heating (SPH) projects 30 kWth (462 square foot) in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

The following permits are required to install a roof-mounted SPH system with a maximum thermal output of 30 kWth or less:

- a) [LIST TYPE OF PERMIT(S) REQUIRED BY THE LOCAL JURISDICTION, i.e., PLUMBING OR BUILDING PERMIT.]

Planning review IS NOT required for SPH installations of this size.

2. Submittal Requirements

- a) Completed **Permit Application Form**. This permit application form can be downloaded [here](#).
- b) Demonstrate compliance with the **Eligibility Checklist** for expedited permitting. These criteria can be downloaded [here](#).

This Guidebook recommends use of a simple checklist to clearly identify eligibility criteria for expedited permitting, where established.

- c) A completed **Standard Plumbing, Electrical and Structural Plan**. The standard plan may be used for proposed solar installations 30 kWth in size or smaller and can be downloaded [here](#).

A standard plan should be submitted that includes the following.

- *Total number of collectors and area*
 - *Make, model and collector certification number*
 - *Major components*
- d) A **Roof Plan** showing roof layout and solar collectors with attachment details.
 - e) **Standard One-Line Plumbing Diagram** of system showing and labeling major components.
 - f) **Equipment Cut Sheets** including collectors, controller, motorized valve (if applicable).
 - g) Completed expedited **Structural Criteria Checklist** along with required documentation. Structural Criteria can be downloaded [here](#).

For systems that do not meet all the requirements in the structural criteria checklist, provide structural drawings and calculations along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where a racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

3. Plan Review

Permit applications can be submitted to the Department of Development Services in person at 10601 N. Magnolia Avenue, Building 4.

4. Fees

Plan Check	\$171.44
Permit Issuance	\$171.44
Permit Fee	<u>\$37.97</u>
	\$380.85

If required:

Electrical service upgrade review	\$75.00
Additional circuit breaker (each)	\$12.75

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted. On-site inspections can be scheduled by contacting the Department of Development Services by telephone at (619) 258-4100 Extension 154.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection, and the applicant should be prepared to show compliance with these points.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website or contact the Department of Development Services at (619) 258-4100 Extension 154.