



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 SPH system with a maximum thermal output of 30 kWth or less:

- a) Combination Building, Plumbing, Electrical Permit.

Planning review **IS required** for SPH installations of this size.

2. Submittal Requirements

- a) Completed **Permit Application** form. This permit application form can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org
- b) Demonstrate compliance with the **Eligibility Checklist** (including satisfying **Structural Criteria**) for expedited permitting. Eligibility checklist criteria can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org
- c) Completed expedited **Structural Criteria** along with required documentation. Structural Criteria can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, 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

A full explanation of the methods and calculations used to produce these criteria can be found in the Structural Technical Appendix for Residential Rooftop Solar Installations at http://www.opr.ca.gov/docs/Solar_Structural_Technical_Appendix.pdf.

- d) A completed **Standard Plumbing, Electrical, Structural Plan**. The standard plan may be used for proposed SPH installations 30kWth in size or smaller and can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

A standard plan should be submitted that includes the following.

- *Total number of collectors and area*
 - *Make, model and collector certification number*
 - *Major components*
- e) A roof plan showing roof layout and solar collectors with attachment details.
- f) Standard one-line plumbing diagram of system showing and labeling major components.
- g) Equipment cut sheets including collectors, controller, motorized valve (if applicable).

3. Plan Review

Permit applications can be submitted to the City of San Clemente Building Division in person at 910 Calle Negocio, Suite #100, San Clemente, CA 92673

Permit applications utilizing standard plan may be approved “over the counter” at 910 Calle Negocio, Suite #100, San Clemente, CA 92673 upon confirmation that the application and supporting documents are complete and satisfy all requirements of the eligibility checklist for expedited permitting. Permits not utilizing a standard plan or deemed incomplete shall be reviewed in 15 work days or less.

4. Fees

Solar Water Permit Fees are charged plumbing and/electrical fees in accordance with City Council Fee Resolution No. 08-80. (Fee Schedule is available on City website)

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 for the solar system.

On-site inspections can be scheduled by contacting City of San Clemente Building Division by telephone at inspection request line (949) 498-3129 or on-line at our e-TRAKiT portal <https://etrakit.san-clemente.org/eTRAKiT3/Search/permit.aspx>

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

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 (available on City website) 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 at <http://www.san-clemente.org> or contact the plan review staff at (949) 361-6100

Walk-in Counter Hours:

7:30am-12:30pm and 2:30pm - 5:30pm, Monday to Thursday

8:00am - 12:30pm and 2:30pm- 5:00 pm, Alternate Fridays

* 1:30pm - 2:30pm, Available by Appointment