



## 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) Combo Solar Pool Heating Permit.

Planning review is not required for SPH installations of this size.

### 2. Submittal Requirements

- a) Completed permit application form.
- b) Demonstrated compliance with the eligibility checklist for expedited permitting.
- 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.

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.

h) 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 the manufacturer of the rack system as well as:
  - Maximum allowable weight the system can support, attachment method to the roof or ground
  - Product evaluation information or structural design for the rack system

### **3. Plan Review**

Permit applications can be submitted to the Building Department in person at 303 W. Commonwealth Avenue or via e-mail at: [Eplans@ci.fullerton.ca.us](mailto:Eplans@ci.fullerton.ca.us).

Permit applications utilizing the standard plan may be approved within 1-3 business days. Permit applications may also be submitted electronically via e-mail at: [Eplans@ci.fullerton.ca.us](mailto:Eplans@ci.fullerton.ca.us).

Permits not expedited should be reviewed in 12-business days.

### **4. Fees**

\$500.00 Combo Solar Pool Heating Permit

### **5. Inspections**

Once all permits 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 Building Department by telephone at (714) 738-6542. Inspection requests received within business hours are typically scheduled for the next business day.

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 at: [https://www.cityoffullerton.com/gov/departments/dev\\_serv/building\\_n\\_permits](https://www.cityoffullerton.com/gov/departments/dev_serv/building_n_permits).