



## Submittal Requirements Bulletin – Solar Pool Heating Installations 30kWth 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:

Plumbing Permit

- ❖ Planning and Fire Department review and approval is not required for solar PV installations of this size.

### 2. Submittal Requirements

- Completed permit application form. This permit application form can be downloaded at: <http://www.townofcortemadera.org/130/Building>
- Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at: <http://www.townofcortemadera.org/130/Building>
- 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 at: <http://www.townofcortemadera.org/130/Building>
- A roof plan showing roof layout and solar collectors with attachment details.
- Standard one-line plumbing diagram of system showing and labeling major components.
- Equipment cut sheets including collectors, controller, motorized valve (if applicable).
- Completed expedited Structural Criteria checklist along with required documentation. Structural Criteria can be downloaded at: <http://www.townofcortemadera.org/130/Building>

### 3. Plan Review

Permit applications can be submitted to the Town of Corte Madera Building Department located at 300 Tamalpais Dr. Corte Madera, CA 94925.

Permit applications utilizing standard plans may be approved “over-the-counter” at 300 Tamalpais Dr. Corte Madera, CA 94925.

Permits not approved “over-the-counter” should be reviewed in one to three business days.

#### 4. Fees

Plumbing Solar Plan Check Deposit **	\$180.00
Plumbing Solar Permit Fee	\$150.00
Administrative Fees (permit processing)	Assessed at a rate estimated to cover administrative costs
Plan Retention	\$1 per page of plans and documents

\*\* A fee collected as a “Plan Review Deposit” is estimated to cover the cost of Building Division plan review services for a particular category of work. Total costs that are higher than the “Plan Review Deposit” may occur due to the need for consultant review services, complex plan review requirements, or due to review activities conducted by other Town agencies as stipulated in the fee resolutions and/or policies of such agencies. “Plan Review Deposit” payments that exceed the total cost of plan review services will be adjusted and overpayments will be refunded to the applicant.

#### 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 Building Department by telephone at (415) 927-5062. 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 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.townofcortemadera.org/130/Building> or contact the Building Department at (415) 927-5062.