

This handout applies to solar water heating systems.

### **How Do I Apply for a Permit?**

In order to apply for a permit you will need the following information.

- 1) Photo's of the roof and building that the panels are to be installed on.
- 2) Plans showing panel location(s), mounting method, equipment location and mounting methods, wiring plans, labeling for panels, piping runs, etc. these are usually roof plans, plot plans and elevation plans.
- 3) Equipment / Manufacturer's cut sheets.
- 4) Engineers letter stating the roof as it exists can support the loading and uplift of the panel system or engineered drawings showing how the roof structure or panel mounting system needs to be modified to support the panel array.
- 5) 3 copies of all plans and documents.

### **How much do the permits costs?**

There are two costs associated with these types of projects.

- 1) Plancheck - approximately 1% of job installed cost (valuation)
- 2) Permit - approximately 1 - 2% of job installed cost (valuation).

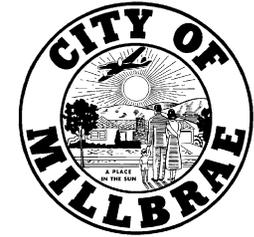
### **How long will it take to get a permit?**

Initial plancheck time is usually two weeks of submittal. Based on that plancheck either the plans will be approved or a letter will be written outlining the issues the plan checker has and a re-submittal will be required.

If you receive a plancheck letter you need to revise the plans or documents and resubmit for a follow up plan check.

Once we receive the plans we will plan check them within two weeks of receipt. If all the questions have been answered then the plan will be stamped approved and a permit can then be issued.

If the plancheck questions are incomplete then another round of plancheck will need to be performed. this will happen until the plans are found complete and approved.



**Submittal Requirements for**  
**Solar Water Systems**  
**For Domestic**  
**and**  
**Pool Heating**

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