



Submittal Requirements Bulletin — Solar Domestic Water 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 domestic water heating (SDWH) 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 SDWH system with a maximum thermal output of 30 kWth or less:

- a) Residential Solar Permit

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

2. Submittal Requirements

- a) Completed **RESIDENTIAL SOLAR APPLICATION Form 4562C**.
- b) Demonstrate compliance with the **ELIGIBILITY CHECKLIST 2A** for expedited permitting.
- c) A completed **SOLAR DOMESTIC WATER HEATING STANDARD PLAN 3A**.
- d) A roof plan showing roof layout and solar collectors with attachment details.
- e) System schematic, including major components.
- f) Equipment cut sheets including collectors, controller, storage tank/heat exchanger (if applicable).
- g) Completed expedited **STRUCTURAL CRITERIA CHECKLIST 4A** along with **STRUCTURAL CRITERIA 4** and required documentation.

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 an approved 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 Development Services Department in person at 276 Fourth Avenue Bldg B, Chula Vista, California 91910 and electronically through:

<https://pip.chulavistaca.gov/citizenaccess/chulavista.aspx>

Permit applications utilizing standard plan may be approved “over-the-counter” at 276 Fourth Avenue Bldg B, Chula Vista, California 91910. Permit applications may also be submitted electronically for “over-the-counter” approval through: <https://pip.chulavistaca.gov/citizenaccess/chulavista.aspx>

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

4. Fees

FEE SCHEDULE

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 Development Services Department by telephone at (619) 409-5434 or electronically at <https://pip.chulavistaca.gov/citizenaccess/chulavista.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 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.chulavistaca.gov/departments/development-services/apply-for-a-permit> or contact the Development Services Department by telephone at (619) 409-5434.