



CITY OF PALM  
DESERT  
Building & Safety  
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Palm Desert, CA 92260  
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[www.cityofpalmdesert.org](http://www.cityofpalmdesert.org)

## 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, required fees, provides a general summary of mandatory field inspections.

### 1. Approval Requirements

The following approvals and permits are required to install a SDWH system with a maximum thermal output of 30 kWth or less:

- *Planning Department approval is required at the time of plan review submittal. Please coordinate directly at (760) 776-6483.*
- *Building Department approval in the issuance of a Plumbing Permit is required to install or modify a new or existing solar thermal water heating system.*

### 2. Building Permit Application Form

A permit application can be obtained in person or downloaded from the Department's website at: [www.cityofpalmdesert.org](http://www.cityofpalmdesert.org)

### 3. Plan Review and Permit Fees

- Plan Review Fees are \$203.
- Permit Fees are approximately \$266 depending on archiving materials.

### 4. Eligibility Checklist

An eligibility checklist for expedited and standardized permitting is provided and can be downloaded at the Department's website or obtained in person. If your project does not meet this criteria, standard plan review timetables apply. Please consult a licensed designed professional or licensed contractor for further details for submitting a comprehensive plan.



## SUBMITTAL REQUIREMENTS

### Solar Pool Heating Installations

#### 4. Project Submittal

- All projects can be submitted in person at:
- Electronic / Mail / Fax Submittals

City of Palm Desert  
 Department of Building and Safety  
 73-510 Fred Waring Drive  
 Palm Desert , California 92260  
 (760)776-6420  
 (760) 776-6392 (Fax)

- Electronic and mailed photovoltaic project submittals are accepted and will only be reviewed when all plan check fees have been received and processed. Once processed, the project will be placed in the queue and reviewed
- Building and Safety does not print, prepare, or collate plans for permit issuance. The applicant must provide at the time of or before permit issuance, all printed plans and supporting documentation
- All electronic plans and supporting documentation must be in PDF format
- All qualifying small rooftop photovoltaic projects can be submitted electronically:

[building@ci.palm-desert.ca.us](mailto:building@ci.palm-desert.ca.us)

#### 5. Plan Review Timeframes:

All qualifying solar pool heating systems are expedited to seven (7) to ten (10) working days from the date of project submittal. All necessary follow up reviews occur within seven (7) working days.

#### 6. Minimum Plan Set Requirements

- Number of Plans

Provide two (2) complete sets of plans (Minimum 11”X17” to Maximum of 24”X36”). Include a separate Site and Roof Layout Plan for the Riverside County Assessor’s Office.

- Site Plan

Provide a fully dimensional site plan showing property lines, all structures, and the location of the SPH system.

- Standard Plumbing Plan:

A Standard Plan should be submitted that includes the following:

- *Total number of collectors and area*
- *Make, model and certification number*
- *System certification number*
- *Major components*



## SUBMITTAL REQUIREMENTS

### Solar Pool Heating Installations

- Roof Plan

Provide a roof plan showing the roof layout and solar collectors with the attachment details.

- Standard Electrical Plan

A standard generic electrical plan may be used for proposed solar installations. All submittals must be signed by a C-10 (Electrical Contractor) or C-46 (Solar Contractor) or licensed design professional.

- Standard One-line Plumbing Diagram

A standard one-line plan must identify the system showing and labeling all major components.

- Attachment Details

Provide an attachment detail demonstrating how the solar collectors and array will be secured to the racking system and/or roof structure.

- Product Specifications and Literature

Provide all equipment cut sheets, including collectors, controllers, storage tank/heat exchangers (if applicable).

- Expedited Structural Criteria with Supporting Documentation

A Structural Criteria Checklist can be downloaded at Department's website or obtained in person. All projects not within the scope of this structural criteria may require a licensed design professional justification.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a licensed designed professional 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*
- *As a references, the Solar Structural Technical Appendix hyperlink is provided:*

[http://www.opr.ca.gov/docs/Solar\\_Structural\\_Technical\\_Appendix.pdf](http://www.opr.ca.gov/docs/Solar_Structural_Technical_Appendix.pdf).



## INSPECTIONS

### Solar Pool Heating Installations

Once all permits to construct have been issued and the system has been installed, it must be inspected before final approval is granted. Inspections are required to be scheduled twenty-four (24) hours in advance at:

**(760) 776- 6420**

**Monday through Friday (8AM to 4PM)**

**Same day inspection are not provided.**

- 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.
- An OSHA approved ladder must be provided by the contractor of record or property owner at the time of inspection.
- All Smoke Detector and Carbon Monoxide Alarms requirements must be in compliance at the final inspection.

