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

A mechanical permit is required to install a SPH system with a maximum thermal output of 30 kWth or less:

Planning review is required and included in this review process for SPH installations of this size.

2. Submittal Requirements

a) Completed permit application form. This permit application form can be downloaded at Discovercorona.com

b) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at Discovercorona.com

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 and can be downloaded at Discovercorona.com

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. Structural Criteria can be downloaded at Discovercorona.com

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 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 the City of Corona Building Division in person at 400 S Vicentia Ave. or electronically through: discovercorona.com.

Permits should be reviewed in three to five days.

4. Fees

Fees shall be per the latest fee schedule approved by ordinance.

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 Division by telephone at 951-736-2250 or electronically at Discovercorona.com. 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 Discovercorona.com or contact The Building Division at 951-736-2250.