



**SUBMITTAL REQUIREMENTS**  
**SOLAR POOL HEATING ROOFTOP INSTALLATIONS**  
**30 kWth OR LESS, ONE- AND TWO-FAMILY DWELLINGS**  
CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT  
505 SOUTH VULCAN AVENUE ENCINITAS CA 92024  
(760) 633-2710 • [PLANNING@ENCINITASCA.GOV](mailto:PLANNING@ENCINITASCA.GOV) • [WWW.ENCINITASCA.GOV](http://WWW.ENCINITASCA.GOV)



This information bulletin is published to guide applicants through a streamlined permitting process for rooftop solar pool heating (SPH) projects 30 kWth (462 square foot collector area) in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

## 1. Approval Requirements

A plumbing permit is required to install a SPH system with a maximum thermal output of 30 kWth or less. Some installations may require electrical permits or building permits. **Installations that require a building permit are not eligible for the streamlined permitting process.** Planning review is required for SPH installations of this size.

## 2. Submittal Requirements

a) Completed Building Permit Application form.

NOTE: Property ownership information on the application must match City records. If the records do not match, a current deed with vesting information must be provided. For recently acquired properties, it is advised to submit a copy of the vesting deed with the initial submittal.

b) Demonstrate compliance with the applicable Expedited Solar Process Eligibility Checklist for expedited permitting.

c) A completed Solar Pool Heating Standard Plan. The standard plan may be used for proposed solar installations 30 kWth in size or smaller. **Projects that do not utilize a standard plan are not eligible for the streamlined permitting process.**

d) A roof plan showing roof layout and solar collectors with attachment details.

e) An elevation drawing, drawn to scale, demonstrating project compliance with the applicable height limit.

f) Standard one-line plumbing diagram of system showing and labeling major components.

g) Equipment cut sheets including collectors, controller, and motorized valve (if applicable).

h) Completed expedited Structural Criteria for Solar Energy Installations checklist along with required documentation. **Systems that do not use the Structural Criteria checklist do not qualify for the streamlined process.**

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 the Development Services Department in person at 505 South Vulcan Avenue, Encinitas, and electronically by email to [solarpermits@encinitascalifornia.gov](mailto:solarpermits@encinitascalifornia.gov). Permits should be reviewed within five business days.

### 4. Fees

The following fees apply to typical SPH installations of this size:

Plumbing Permit	\$132.00
Building Division plan check	\$33.00
Planning plan check	\$77.00
Permit Issuance	\$35.50
City Overhead	\$66.17
<hr/> Total	<hr/> \$343.67

**However, the City currently provides a waiver of all applicable fees through the City’s Energy Efficiency Permit Fee Waiver Program. No fees are currently assessed for small, rooftop solar water heating installations.**

### 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 Building Division inspection line by telephone at (760) 633-2739. Inspection requests received by 4:00 p.m. on any business day will be scheduled for the next business day.

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](#) or contact the Department’s Customer Service Center at (760) 633-2710.