



SOLAR POOL HEATING (SPH) SYSTEM INSTALLATION: 30kWth OR LESS

The following information is a guide to help applicants through the City of West Hollywood streamlined permitting process. The guide provides information about submittal requirements for plan review, applicable fees and required inspections for solar pool heating (SPH) projects 30kWth(462 square foot) in size or smaller.

1. Permits and Approvals Required

The following permits and approvals shall be required for SPH installations of 30kWth (462 square foot) in size or smaller.

- a) Planning approval. Projects for SPH installations of 30kWth (462 square foot) in size or smaller will be issued under a zone clearance.
- b) Building and Safety review and approval is required. A building and electrical and plumbing permit shall be issued.

2. Submittal Requirements

- a) Completed permit applications. Can be found on Building and Safety's website at www.weho.org.
 - [Zoning clearance application.](#)
 - [Building permit application.](#)
 - [Electrical permit application.](#)
 - [Plumbing permit application.](#)
- b) Completed Expedited Solar Pool Heating Permitting checklist. Only projects with all "YES" responses are eligible for expediting permitting.
- c) Completed plumbing, electrical and mechanical plan.

The plans submitted shall include the following:

- *Total number of collectors and area.*
 - *Make, model and collector certification number.*
 - *System certification number.*
 - *Solar storage tank name, model, insulation and capacity.*
 - *Heat exchanger make and model (if applicable).*
 - *Specifications of heat transfer fluid (if applicable).*
 - *System schematic, including major components.*
 - *Equipment cut sheets including collectors, controller, storage tank/heat exchanger (if applicable).*
- d) A roof plan showing roof layout and solar collectors with attachment details.



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- e) Completed Structural Criteria for Rooftop Solar Energy Installations form.

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

Complete project documents and applications may be submitted to the City of West Hollywood Planning and Building and Safety Divisions per the following:

- In-person to the Community Development Department at 8300 Santa Monica Blvd. West Hollywood, CA 90069, located on the 2nd floor. Counter hours are from 8:00AM to 12:00PM, Monday through Friday.
- E-mail between the hours of 8:00AM and 12:00PM, Monday through Friday to bgalan@weho.org.
- Permits not approved under the streamlined permitting process shall be submitted for plan review. The applicant will be notified within 3 business days regarding review status.

4. Fees

Building and electrical plan check fees and associated permit fees for qualifying residential rooftop solar energy systems have been waived by the City of West Hollywood. A zone clearance fee from the Planning Division as well as any State and Outside Agency fees will apply. Permit fees for required structural upgrades to existing buildings as part of the system installation are not waived.

5. Inspections

Inspections can be scheduled through the Building and Safety Division's automated inspection request line at (323) 848-6335. Requests received within business hours of 8:00AM to 6:00PM will typically 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. Building and Safety Contact Information

For additional information or questions regarding the permit process, the Building and Safety Division can be reached at (323)-848-6320 or in person during public counter hours of 8:00AM to 4:00PM, Monday through Friday.