



Planning Department
Building and Safety Division

Applicant Checklist for Solar Thermal Hot Water Installations

Requirements for Permit Submittal:

Before approval and issuance of permit (s) for Solar Thermal Hot Water systems, applicant shall submit four (4) sets of plans (minimum size 11" x 17"), which are drawn to scale (or at the very minimum fully dimensioned), readable, legible, and include the following information:

Cover Sheet must include the following:

- (a) Project address;
 - (b) Owner's name, address, phone number;
 - (c) Name, address and phone number of the person preparing the plans;
 - (d) Scope of work statement;
 - (e) Sheet index indicating each sheet title and number;
 - (f) Legend for symbols, abbreviations and notations used in the drawings.
1. Property Address _____
 2. Residential or Non-Residential (Circle one)
 3. Solar Installer Company _____
 4. Is this a direct or indirect system (Circle one)
 5. Is this an integrated panel and storage system? Yes _____ No _____
 6. What is the weight of the panel and storage if integrated? _____
 7. Is there a pump required for the system? If yes, an electrical permit will be needed?
Yes _____ No _____
 8. If panels are rooftop mounted, what is the existing roofing material? _____
 9. If rooftop mounted, how many layers and what types of existing roofing do you have under the panels? _____
 10. Provide roof plan and a framing cross-section showing roof slope, size, spacing, span and direction of existing rafters.

Note: If rafters are over-spanned, provide framing details for proposed rafter strengthening. A building permit is required for any new framing.

11. Indicate type of materials used for panel support system?

12. Indicate style, diameter, length of embedment of bolts (i.e., 5/16" lags with minimum 3" embedment into framing) _____
13. Provide a SIMPLE plot plan showing property line locations, approximate location of all structures, the location(s) of the panel installations, and the water storage and backup water heater type and location if located outside of the building.
14. Specify the locations of all panels (i.e., located on garage roof)
15. Provide a single line drawing of the plumbing installation which includes the following information: plumbing flow direction, differential controller, pumps, backflow devices, vacuum breakers, drain down devices, freeze protection method, and expansion tanks. (If a back flow valve is installed between the cold water supply and the water heater, an expansion tank is required.)
16. Provide manufacturer's specification sheets on all components including panels, pumps, differential controller which include the make, model, listing, size, weight, etc.
17. For one and two-family residences with sloped roofs, 18" of clearance is required on both sides of any ridge. (If this is not possible, then a review of the plans by the Fire Department. is required. Provide an explanation of why compliance cannot be met. Allow 24-hours for review of the plans)
18. All applications for residential structures with 3 or more living units and/or commercial occupancy must be reviewed by the Fire Department. Allow 5 working days for review of plans. For questions on Fire Department regulations, please contact the Fire Life Safety Plans Examiner at 981-7447.
19. I hereby authorize the City of Berkeley to include my name, address and solar information on the online Berkeley Solar Map:

Property Owner's Signature

Date