

**Subject: Administrative Guidelines for Processing Solar Thermal/Electric Sub-Committee**

- A.) Adopt the Solar Thermal and Solar Electric Matrix as a "BCBRA Approved Guideline" establishing minimum code requirements regarding permit application submittals, thereby creating and instituting countywide uniformity.
- B.) Building Departments shall establish an individual master permit for both Solar Thermal and Solar Electric installations to which applicable subsidiary categories are to be tied. Adding additional categories to the master permit may not require an additional permit obtained by a separate contractor, but will require a separate trade review in every instance.
- C.) It is established that Certified Solar Contractors may obtain the master permit in either the Solar Thermal or Solar Electric categories. Certified or Registered Plumbing Contractors may obtain the master permit in the Solar Thermal category. Certified or Registered Electrical Contractors may obtain the master permit in the Solar Electric category. Registered Solar Contractors may obtain the master permit in the solar thermal category, restricted to residential installations only. Each of these contractors may perform all work identified in their individual scopes of work including the installation of appurtenances, apparatus, or equipment. However, such contractor shall subcontract all other work which is specified as being the work in the trade of another contractor.
- D.) Building Departments shall provide inspections of solar thermal and solar electric systems. More than one inspection may be performed during any inspection visit.

**Solar Thermal**

Building/Structural/Roofing – Time of Installation and Final

Plumbing – Final

**Solar Electric**

Building/Structural/Roofing – Time of Installation and Final

Electrical – Rough and Final

**Hybrid Systems (Complete PV Panel System combined with integral solar water panels)**

Building/Structural/Roofing – Time of Installation and Final

Electrical – Rough and Final

Plumbing – Final

- E.) The Board recommends Building Departments establish an inspection procedure to ensure all required inspections are completed within a specified two hour timeframe.**
- F.) Recommend that Building Departments include an Owner notification on all solar thermal or solar electric permit applications, for existing structures, using substantially the language provided below:**

*"Installation of roof mounted photovoltaic or solar support systems typically require roof system penetrations to allow attachment to the structure which may create additional long-term roof system maintenance requirements and/or jeopardize roof system manufacturer's warranties. Roof mounted solar systems generally require removal and reinstallation of solar panels/arrays in order to perform routine roof system maintenance, repair or replacement."*

- G.) The Board recommends building departments maintain accurate records regarding the type, number and the location of solar energy installations.**
- H.) Recommend and encourage Building Departments to expand access of renewable energy technology to the community, by not imposing needless or excessive oversight measures and through a program of streamlined permitting and inspections.**
- I.) Recommend and encourage Manufacturers to pursue optional product approval as a means of accelerating the permit approval process by ensuring a less complicated and less expensive process for consumers.**
- J.) BCCO to continue the ongoing awareness program designed to ensure all certified personnel understand the process of permitting and inspecting Solar Thermal and Solar Electric Installations.**
- K.) BCCO will provide guidance and assistance to the Solar Energy industry, provide mediation, and assist with the BORA appeal process as necessary.**