

SCEIP Program Permitting and Inspection Procedures

PURPOSE

To establish the permitting and inspection procedures for projects where the work is done under the auspices of the Sonoma County Energy Independence Program (SCEIP).

GENERAL

The SCEIP program provides financing to property owners with the County to install energy and water conservation improvements in residential and commercial properties. Property owners will repay SCEIP financing through an assessment levied against their property. Permit and Resource Management Department (PRMD) staff will have an important role in the process verifying that the work has been performed correctly. Some of this work currently requires a permit, including solar systems, tankless water heaters, and HVAC systems. Other work requires a permit, but permits are rarely issued, such as low flow toilets or insulation. Other work does not require a permit, such as the installation of windows and doors, weather stripping, water saving irrigation systems, and low flow shower heads. Many projects will combine these measures.

DEFINITIONS

Required permit items - Items which require a permit in accordance with County Code.

Non-exempt items - Items which are normally exempt from a permit, but will require a permit when the work is performed under the SCEIP program.

SCEIP permits - Permits issued to perform work under the auspices of the SCEIP program.

Base permit fee - The permit fee which would be charged for required permit items when a permit authorizes both required permit items and non-exempt items of the same general type of work (plumbing, electrical, mechanical, or building).

PROCEDURE

1. The applicant will first be approved for the program by SCEIP staff. The assessment contract will include a list of the items to be installed and/or work to be done. PRMD staff will have access to this documentation through Sharepoint.
2. The applicant or the contractor(s) doing the work will obtain a permit from PRMD for all the work authorized by the SCEIP Program.
 - a. *SCEIP permits* will be issued on structures with an expired or unfiled permit.
 - b. When the project is in the flood zone, the flood zone worksheet will not be required. Instead a total improvement of 1% shall be assigned.

- c. If the permit is for only *non-exempt work*, staff will not check for violations on the parcel or structure and will not refer them to code compliance.
 - d. If the permit is for only *non-exempt work* at Sea Ranch or Bodega harbor, no letter from the association is required.
 - e. All other procedures for permit issuance will be followed. If the permit includes *required permit items*, staff will check for violations on the parcel and refer these applications to Code Enforcement.
 - f. Staff will check to see if applications for ground mounted solar photovoltaic systems are Coastal Zone, and if so, will send the applicant to the Planning cube. Window replacement and roof installation does not require a Coastal Permit; however, any ground installation (e.g. photovoltaic ground mounted system) requires prior approval of a Coastal Permit before building permit issuance.
 - g. Staff will check to see if applications for exterior improvements, such as windows or roofs, are for a structure in a historic district (zoned HD), and if so, will send the applicant to the Planning cube.
 - h. When possible, the permit shall include all the items approved by the SCEIP program. However, in many cases different specialty contractors will be doing different portions of the work and more than one permit will be required.
 - i. The permit shall have all the items on the SCEIP approved list in the description, including *non-exempt items*.
 - j. If other work, not on the SCEIP approved list, is being done at the same time (as in a remodel or room addition) a separate permit shall be issued.
 - k. *SCEIP permits* will be issued as A-BLD or B-BLD, whichever is appropriate. Most will be A-BLD's, but solar photovoltaic and solar water heating permits are B-BLD's.
 - l. The subtype on all *SCEIP permits* will be SCEP.
 - m. SCEIP will always be the first word in the permit description.
 - n. The cashier will print the permit description from Permits Plus on a label and attach the label to the back of the building permit job card.
3. The following *SCEIP permits* can be issued as A-BLD permits. (Refer to PRMD Policy and Procedure 4-0-7 *A-BLD Permits* for further information.) No *SCEIP permits* can be obtained on line.
- a. Rainwater cisterns not exceeding 5000 gallons. (Rainwater cisterns exceeding 5000 gallons are B-BLD permits, and above ground cisterns are structures subject to zoning setbacks).
 - b. High Efficiency toilets (Average flush volume of 1.28 gallons or less).
 - c. Showerheads (1.75 gpm).
 - d. Bathroom aerators (1.5 gpm).
 - e. Hot water recirculation systems use a hot water circulating pump to pump hot water from the water heater through the hot water piping, and on back to the water heater through an additional length of pipe that runs from the furthest fixture back to the water heater.
 - f. Demand initiated hot water systems use a recirculation pump to rapidly pull hot water from a water heater while simultaneously sending cooled-off water from the hot water lines back to the water heater to be reheated.

- g. Whole house manifold system; i.e., a manifold (trunk line) connected to the water heater from which individual pipes (twigs) are connected to each water fixture.
 - h. Demand initiated water softeners, Energy Star rated.
 - i. Hot water pipe insulation (minimum of R4).
 - j. Irrigation Control systems, with *Evapotranspiration* based controllers or Smart irrigation controllers—irrigation controllers that automatically adjust based on the weather conditions, plant material, slope, etc.
 - k. Matched precipitation rate sprinkler heads.
 - l. Whole House Fan Systems.
 - m. Duct insulation, meeting Energy Star guidelines.
 - n. Cool Roof System as defined by the 2005 California Building Energy Efficiency Standards Reflective roofs and coatings.
 - o. Attic and Wall insulation, minimum R value 30 and Energy Star listed.
 - p. Reflective insulation or radiant barriers.
 - q. Attic Fans.
 - r. Windows and Glass Doors, U Value of 0.40 or less and Solar Heat Gain coefficient of 0.40 or less.
 - s. Window Filming, in compliance with the NFRC glazing attachment ratings for solar heat a gain and visible transmittance.
 - t. Weather-stripping, following Energy Star guidelines.
 - u. Lighting, Energy Star listed (no bulb only retrofits).
 - v. Pool circulating pumps (must be Variable Flow and/or Multi-speed with controllers).
4. Fees
- a. Fees for *required permit items* will be calculated in accordance with our normal procedures.
 - b. Fees for *non-exempt items* will be included in the base permit fee whenever possible. For instance, the installation of a tankless water heater is charged the minimum plumbing fee. If low flow shower heads and toilets are also being installed, this plumbing work would be included in this fee.
 - c. Fees for *non-exempt work* not already included in the fee for required permit items of the same type will be charged as follows:

Description of Work	Fee
Low flow toilets and other water saving fixtures	Minimum plumbing fee
Irrigation systems	Minimum plumbing fee
Windows and doors (no change in openings)	Minimum building fee
Weather stripping	No fee
Insulation	Minimum building fee
Rainwater Cisterns > 5000 gallons	Charge as water storage tanks

Rainwater Cisterns <= 5000 gallons	Minimum building and plumbing fees
Other work issued as A-BLD permit	Minimum building fee

- 5. Commercial
 - a. Permits for work on commercial structures will be issued in accordance with our usual procedures
 - b. Fees for work on commercial structures are established in the Department Fee Schedule
 - c. For commercial work which includes *non-exempt work*, the procedures in item 4 above shall be followed
- 6. Inspections
 - a. Building inspectors shall verify that:
 - i. All items on the permit are installed.
 - ii. The work complies with all applicable codes and ordinances.
 - iii. The work methods and devices meet the energy standards required.
 - b. Where the insulation is not concealed by the building construction, insulation certificates are required, but will not be accepted in lieu of inspection. Insulation which can be inspected shall be inspected to insure compliance with the applicable codes and the manufacturer's installation instructions.
- 7. Verification
 - a. The finalized building permit is the verification that the work is done correctly and that the County funds can be dispersed.
 - b. To obtain payment, the applicant will present the finalized building permit to SCEIP office staff.
 - c. SCEIP office staff will verify that the permit has received a final inspection using the PRMD web site.

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

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