



Residential Heat Pump Application Submittal Guide

LIST OF REQUIREMENTS:	
	Completed Application –or online submittal via our Smartgov public portal. Please note a user account is necessary to apply via our portal. Please visit our portal site to create an account. City of Soledad Public Portal All documents uploaded must be in pdf format
	Floor Plan: A floor plan must include the following. • HP units (indicate qty) • New electrical must be identified • Indicate location and the size of the existing electrical service panel • Electrical-single-line drawing, which represents the conductors, switches and breakers, • Identify Make and Model. • Specify an electrical disconnect means through a circuit breaker or lockable switch that is within sight (CEC 424) of the appliance • Must indicate that all work will comply with current building codes • Must identify the location of
	Manufacturer Specification: Provide manufacturer Specifications
	Electrical Load Calculations: • A complete electric load calculation (CEC 220) to verify that the electric service panel can accommodate the additional load of the Heat Pump units.
	Energy Compliance Forms • Provide completed CF1R
CONTRACTOR REQUIREMENTSs	
	Must have a current California License Classification • HEAT PUMP WATER HEATERS: (C36) - Plumbing Permit if installation of HPWH DOES NOT include Electrical OR • If the installation DOES require electrical work – Plumbing/Electrical Combo Permit will be required and electrical (C10) contractor shall be listed as well. • HEAT PUMP MINI SPLITS: (C20) Mechanical Permit only if installation DOES NOT include electrical OR • If the installation DOES require Electrical Work: Combo Mech/Elec Permit and will need information on electrical (C10) contractor shall be listed as well • New Electrical Main Service Panel Upgrades (C10) –Separate Electrical Permit will be required
	Must Obtain City of Soledad Business License

I understand a submittal missing any of the above listed items will be deemed incomplete and the plan check will not be scheduled until the Building Department receives all of the required items. This may affect applicable fees and codes since the official date of the application will be the date on which a complete application is received.

☐ All the items required on this checklist are present and complete.

Print Name: _____ Phone: _____

Email Address: _____

Signature: _____ Date: _____

I am the: ☐ Building owner ☐ Business owner ☐ Contractor ☐ Agent of the owner



Electrical Load Calculation Worksheet

THIS SHALL BE ON THE JOB SITE AT ALL TIMES

(1) COPY REQUIRED

Job Address: _____ Permit #: _____

Contractor/Owner/Authorized Agent: _____

Phone #: _____ Email Address: _____

Number	Ite	Watts	Air Conditioning Example (not heat pump)
	Sq. Ft. @ 3 Watts per Sq. Ft - 220.12		
	20 Amps. Appliance circuits @ 1500 watts each - 220.52(A)		Compressor 20 amps Fan 5 amps Unit Total Load = 25 amps x 240V Elec. Furnace @ N.P.R. = 6000 watts x 65% = 3900 watts Use 6000 watts since it is larger
	Range (Nameplate Rating = N.P.R.)		~~~~~
	Oven (N.P.R.)		Heat Pump Example
	Cooking Units (N.P.R.)		Compressor 20 amps Fan 5 amps Unit Total Load = 25 amps x 240V = 6000 watts Aux. Heat Strip = 6000 watts x 65% = 3900 watts Total Heat Pump Load = 9900 watts
	Water Heater (N.P.R.)		
	Dishwasher (N.P.R.)		
	Disposal (N.P.R.)		
	Washer [(1500 watts min. N.E.C. 220.52(B))]		
	Dryer [(5000 watts min. or N.P.R. if larger) N.E.C. 220.54]		Heat Pump Note: When doing load calculations where heat pumps are installed, the load for most heat pumps that are equipped with auxiliary heat strips will be larger under the demand for heat. For purposes of load calculations only, on heat pump compressor and fans use 65% of auxiliary heat load to show total heat pump load.
	Motors (N.P.R.)		
	Other (N.P.R.)		
	Other (N.P.R.)		
Air Conditioning Equipment Air Conditioning [cooling (N.P.R. x 100%)] =			Subtotal = _____ (Loss 1 st 10KW – 10,000 @ 100% = 10,000 Watts
Electrical Heating @ (N.P.R. x 65% =			Remainder @ 40% _____ @ 40% _____ Watts
NOTE: Use the largest load - Heat or Cool =			Total Air Cond. and/or heat pump load = _____ Watts
Heat pump (compressor & fans) x 100% =			Total Service Load = _____ Watts
Aux. Heat strips (or elect. furnace) x 65% =			Total Service Load _____ Watts 240V = _____ Amps
Total Heat Pump Load =			Service Size _____
NOTE: Amps x Circuit Voltage = Watts			