



**Building Department**  
305 N. Arch St.  
PO Box 638  
Royse City, TX 75189

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## **Solar Panel Permit**

### *Information Guide*

#### **Current Adopted Codes:**

- 2018 International Building Code (with regional amendments)
- 2018 International Residential Code (with regional amendments)
- 2018 International Plumbing Code (with regional amendments)
- 2018 International Mechanical Code (with regional amendments)
- 2018 International Fire Code (with local and Section\_6-3NCTCOG regional amendments)
- 2017 National Electrical Code
- 2015 International Energy Conservation Code mandated by State of Texas

#### **Permit Application:**

- Complete Solar Panel Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description – scope of work to be completed
  - Owner information
- Solar Panel contractor must register with the City and be listed on the permit application
- Include two (2) copies of the following:
  - Stamped, engineered plans showing wind shear and additional roof load compliance
  - Plans must show the DC and AC disconnect location and warning labels
  - Plans must show distribution panel location and warning labels
  - Plans must show load center location and warning labels
  - Site plan showing location of panels
- Sign Application and send to the City:
  - City of Royse City, Building Department at City Hall – 305 N. Arch St., Royse City, TX 75189
- All plans will be reviewed by the Building Inspector.
- Plan review will take up to 10 business days. All feedback will be provided to the contact name listed on the permit application.
- Once Permit is approved, the contact for the project will be notified by the Development Services Department. Payment for the permit can be made when the permit is picked-up from City Hall.
- **No work may begin until the permit has been issued.**

#### **Inspections:**

- Once permit is issued, inspections must be requested by calling 972-524-4823/4832
- Final Fire and Building Inspection requests must be received by 3pm for next day inspection
- Leave pictures of roof connections, panel placements and electrical connection inside panel on job site



## SOLAR PANEL PERMIT APPLICATION

**Building Department**

305 N. Arch Street

Royse City, TX 75189

**Phone: 972-524-4832/4823**

<b>Property Information:</b>			
Permit #:	<input type="text" value="Development Services Use Only"/>	Valuation: \$	<input type="text"/>
Project Address:	<input type="text"/>	Subdivision:	<input type="text"/>
Description of Work:	<input type="text"/>	Lot: <input type="text"/>	Block: <input type="text"/>
Project Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	Total SqFt: <input type="text"/>	Number of Stories: <input type="text"/>

<b>Owner Information:</b>	
Name: <input type="text"/>	Contact Person: <input type="text"/>
Email Address: <input type="text"/>	Phone #: <input type="text"/>
Physical Address: <input type="text"/> <small>(if different from above)</small>	

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
Electrical –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Include two (2) copies of the following:**

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A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. **All permits require final inspection. A certificate of occupancy must be issued before any building is occupied.** I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_