



Building Inspection Department
305 N. Arch St.
P.O. Box 638
Royse City, TX 75189
972-524-4710
permits@roysecity.com

Solar Panel Permit Information Guide

Current Adopted Codes:

- 2018 International Building Code (with regional amendments)
- 2018 International Residential Code (with regional amendments)
- 2017 National Electrical Code

Permit Application:

- Complete Building Permit Application.
- Solar Panel/Electrician contractor must register with the City and be listed on the permit application.

Plan Review/Permit Submittal:

Upload the completed Building Permit Application and plans into MyGov.

Residential (Use Project Template: Solar Panel Permit (R))

Commercial (Use Project Template: Solar Panel Permit (C))

1. Plan Requirements
 - Plans must show all required roof access and pathways.
 - Plans must reference the 2018 IFC, Section 1204 for R-3 occupancies.
 - 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
 - Revisions, resubmittals, and correction items
- Plan review can take up to 10 – 12 business days once all required information is received. Resubmittals can take up to an additional 10 business days. All feedback will be available through the MyGov portal.
- Payment for the permit can be made via MyGov. Permit packages will not be printed; they will be available electronically through the MyGov Portal.
- Permit fee- Residential \$100.00, Commercial \$7.00 per \$1,000.00 of value for each structure or \$100.00, whichever is greater.
- **No work may begin until the permit has been issued.**

Inspections:

- Once permit is issued, inspections must be requested by email at permits@roysecity.com.
- Approved plans (min. 11 X 17) must be onsite for the inspection.
- Final Fire and Building Inspection requests must be received by 4pm.
- A solar tech or representative and the homeowner must be onsite for the inspection.