

# Solar Panel (PV) Permit Instructions

## ITEMS REQUIRED TO BE SUBMITTED

MISCELLANEOUS TRADE PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3601/Miscellaneous-Trade-Application>

SITE PLAN SHOWING THE PROPOSED LOCATION OF SOLAR PANELS WITH RESPECT TO PROPERTY LINES, EASEMENTS, AND STRUCTURES. (pdf format)

FEES - *Application fees must be paid when an application is submitted to the City.*

<https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

**The City cannot accept an application that does not have all the required submittal items listed above.**

## PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be release to a contractor registered with the City of Anna.

**PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.**

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## IMPORTANT SOLAR PANEL (PV) PERMIT REQUIREMENTS

Solar panel (PV) work must be performed by a licensed Electrical Contractor registered with the City of Anna.

Please review the Solar Panel Self-Checklist and confirm that all information is included in your permit application.

- Residential Application Commercial Application
- Copy of inverter manufacturer information sheets.
- Copy of module manufacturer information sheets.
- Copy of rail/racking system manufacturer information sheets and method of attachment.
- Type of roof covering? Asphalt or Other?
- Type of roof framing Truss Stick: size of rafters and spacing
- Does the proposed equipment installation cause the roof load assembly to exceed the maximum requirement of 10 psf per the IRC?
- How many modules will be installed?
- Where will modules be installed? Roof / Accessory Structure?
- Site plan showing system installed on property. Site plan must include the following: modules, inverter(s), combiner boxes, all ac & dc disconnects, utility disconnect and meter(s), service panelboard
- Copy of one-line or three-line diagrams
- Connection to utility grid Supply Side Connection Load Side Connection
- Panelboard ampere rating amps Main breaker Back feed Breaker amps
- System configuration Positive ground Negative ground Ungrounded
- Are battery's being installed?

## IMPORTANT SOLAR PANEL/PHOTOVOLTAIC (PV) SYSTEM INSTALLATION REQUIREMENTS

- Contact Building Inspection Supervisor prior to beginning Construction.
- A rough electric inspection shall be performed prior to installing panels on roofs.
- Provide an independent PV disconnect ahead of the inverter (if applicable)
- Equipment grounding conductors used for grounding arrays smaller than is #6 AWG. Copper shall be installed in a suitable raceway. All exposed equipment grounding and bonding conductors shall be solid copper or UV rated.
- Devices (lugs) used for grounding arrays shall be suitable for use in wet locations and installed to code.
- Provide all appropriate warning labels at disconnects and equipment.
- Plastic UV rated cable ties shall not be used to secure exposed wiring between modules. Approved fasteners only intended for the specific use.
- Conductors and conduits run on rooftops may require additional ambient temperature adjustments.
- Residential interior PV direct current system conductors shall be identified by system to comply with current adopted code. Direct Current ungrounded conductors shall be Orange

or Yellow. The grounded conductor shall be identified by the color Gray.

- PV source and output circuits run inside the building shall not be installed within 10” of the roof decking unless installed directly below the roof surface covered by PV modules and associated equipment.
- Metal junction boxes, raceways, or other wiring methods supplying dc circuit wiring shall be labeled designating “Photovoltaic Power Source”.

#### IMPORTANT SOLAR PANEL (PV) INSPECTION REQUIREMENTS

Inspections will be required prior to and upon completion of work. A permit must remain posted at the work site until the approved rough electric, framing (if applicable), final electric, and final inspection have been completed and the project is considered complete.

*This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.*