



Solar Application Packet

Section 101: Submission Requirements:

All schematics shall be drawn in accordance with the 2012 International Building Code Standards outside of the Downtown Historic District and 2006 International Building Code Standards inside of the Downtown Historic District. The following items shall be provided:

- A. Submittal of appropriate filing fees for the application. For residential: \$75.00 + 115% for any City third-party review. For residential inspections \$75.00 for each inspection + 115% for any City third-party review. For commercial: \$75.00 + \$75.00 for each multi-story floor over one (1) + 115% for any City third-party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.
- B. Copy of the application with all information filled out and all applicable signatures.
- C. Plans with appropriate dimensions
- D. Wiring schematics
- E. Attachment detail for roof modules
- F. Equipment details
- G. Manufacturer's installation instructions
- H. Location of main or utility disconnect
- I. Total number of modules, number of modules per string, & total number of strings.
- J. One-line diagram.
- K. Specify grounding/bonding, conductor types/sizes
- L. If batteries are to be installed, provide battery and battery enclosure, battery charge controller, and separate subpanel(s) for critical load circuits.
- M. Cut sheets for all equipment.
- N. Specify that labeling of all equipment to comply with Articles 690 & 705 of the 2014 National Electrical Code (NEC).
- O. Site diagram showing arrangements of modules on roof, including Fire Dept. access path and width, or ground, north arrow, lot dimensions, and distance from property lines and adjacent structures, if applicable.
- P. Type of roof covering, number of roofing layers and age of roof. If existing roof is nearing the end of normal life expectancy, a re-roof may be prudent prior to installing rooftop photovoltaics.
- Q. Type of roof framing (i.e. conventional or truss), size and spacing of roof framing members.
- R. Weight of modules, support locations, method of attachment and wind load design.

- S. Framing plan and any details relative for any work necessary to reinforce existing roof for additional loads to be imposed.
- T. Any relevant calculations.
- U. Location of all photovoltaic equipment on building.
- V. Where an approved racking system is used: Provide documents showing the manufacturer of the rack system, attachment method to roof or ground and product evaluation/structural design of the system.
- W. If using water, a copy of the “Backflow Prevention Assembly Test and Maintenance Report” Form 20700 from the Texas Commission on Environmental Quality (TCEQ) which must be completed by a licensed contractor if connecting to a City water system. If this will be connected to the Aqua Water Supply Corporation (WSC) or a municipal utility district (MUD) a copy must be submitted to the MUD or WSC and the City. This document can be found at <https://www.tceq.texas.gov/drinkingwater/cross-connection> under Technical Guidance (including Questionnaire).

For purposes of the completing, please fill in the following if the City provides water:

1. Name of PWS: City of Elgin
2. PWS ID: 0110002
3. Mailing Address: P.O. Box 591, Elgin, TX 78621
4. Contact Person: Doug Prinz

For non-City water providers such as WSC or MUD contact the applicable entity to complete the information.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 102: Submittal Review:

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once complete, a building permit will be issued for the item.

Section 103: Contact for Inspection

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996

Payment must be submitted to the City for any inspection before any inspection can be scheduled.

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be noted by the person requesting the inspection.

Section 104: Right of Entry and Inspection

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 105: Results of Inspections

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 106: Issuance of Approval

Once all inspections have been passed by the City, it will issue a signed approval to the applicant. This is the authorization for usage of the solar equipment.

SOLAR PANEL APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

APPLICANT

Contractor License Number: _____

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

_____	_____	_____
Signature	Printed Name	Date

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

_____	_____	_____
Signature	Printed Name	Date

E-Mail Address: _____; Phone Number: _____



ELECTRICAL CONTRACTOR

License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____

PLUMBING CONTRACTOR

License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____



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www.elgintx.com