



CITY OF ROANOKE  
500 S. OAK STREET  
ROANOKE, TEXAS 76262  
(817) 490-1308

### APPLICATION FOR SOLAR PANEL PERMIT

Inspection Request - [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)

Job Address		Legal Description Lot/Block/Subdivision	
Property Owner		Phone	
Contractor	Phone	Email	
Number of Panels	Total KW:	Permit Information New Residential      New Commercial      Adding to Existing	
<b>Detailed Description of Project/Work Being Performed.</b>			

Permit Fee \$ \_\_\_\_\_

I certify that the above information is accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# SOLAR ROOF/GROUND MOUNTED SYSTEM INFO

*An electrical permit is required for solar power/PV (photovoltaic) systems, and can only be obtained by a licensed electrician who is currently registered with the City of Roanoke.*

## FEES

For standard installations, a **Solar Panel Permit Fee \$75.00** is typically the only permit cost.

## REVIEW & INSPECTION

- Turn-around for plan review and issuance of permits for solar is about three (3) business days
- Once a permit is issued, an inspection can be scheduled by emailing [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)
- Inspections called in by 8:00 a.m. are often scheduled the same day, but all inspections will be scheduled within three (3) business days; Only one inspection is required for solar PV systems
- Normally, inspection time windows are offered, but specific appointment times can be requested

## SUBMITTAL REQUIREMENTS

- Submit sufficient information to confirm compliance with the city's adopted 2015 International Building Code/International Residential Code and all applicable ordinances
- Additional information may be requested to determine compliance

Solar PV System Application (separate electrical permit not required):

Letter from a Texas Licensed Professional Engineer including

- Statement that the roof of the structure is adequate to support the proposed panels
- Any recommended modifications to the roof along panel support and bracing systems

A labeled, itemized list of solar collectors and other system components approved by national recognized agency, including data specification sheet for PV system and components

Scaled and dimensioned plans, including:

1. Site plan (to scale) showing location of major components on the property
2. Electrical line diagram of the electrical equipment (including make, model and size of units) prepared by a Texas Licensed Professional Engineer of the PV array configuration showing: wiring system, overcurrent protection, grounding, inverter, disconnects, required signs, AC connection o building, and size and location of electrical panel
3. Spec sheets, listings and manufacturer's installation instructions for each manufactured component, including (but not limited to): PV modules, inverters, combiner boxes, disconnects, and mounting systems
4. A roof plan, side elevations of collectors, and mounting details. Also, note needed compliance with local wind loading requirements: 90 MPH (3-second gust/75 fastest mile)

5. Additional information required on plans:
- Weight of the arrays (pounds per square foot-including mounting hardware)
  - Describe and show the rood structural elements, including
    - a. Rafter size, span, and spacing
    - b. Roof sheathing
    - c. Additional structural calculations and/or engineer's verification of load capacity of the roof structure
  - Roofing type (e.g. comp shingle, shake, light-weight tile, etc) and pitch
  - Details of PV panel mounting hardware attachment to the roof framing members

**NOTE: OTHER LOCAL PLANNING AND ZONING REGULATIONS, INVOLVING SUCH REQUIREMENTS AS SETBACK, HEIGHT LIMITATIONS, COLOR, REFLECTIVITY OR OTHER DESIGN CONSIDERATIONS, MAY APPLY.**

PERMITS  
500 S. OAK STREET  
ROANOKE, TEXAS 76262

CLERK: 817-490-1308