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## Solar Panel – PV Permitting Requirements

The pre-submittal checklist attached contains the minimum information and project plan details required to be submitted to the City of Celina when applying for a permit to install a residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

### Codes and Design Criteria:

The City of Celina has adopted the following codes: 2021 International Codes and 2020 NEC

- All engineered plans must be designed in accordance with the City of Celina’s current adopted Codes (2021 IRC and 2020 NEC)

### Residential Solar PV Systems Require:

- A Building Solar System Permit

### Required documents for permit submittal:

- ✓ [Residential Application](#) completed and signed
- ✓ [Solar Panel -PV Checklist](#) completed and signed
- ✓ 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 panel board
- ✓ Electrical Plans: Electrical is required to be installed in accordance with the National Electrical Code (NEC 2020) as adopted by the City of Celina
- ✓ Engineer signed and sealed structural letter with load calculations
- ✓ Engineer drawings for panel attachments and electrical calculations
- ✓ Provide proper labeling per manufactures’ installation instructions, per article 690 of 2020 NEC
- ✓ Copy of inverter manufacturer information sheets
- ✓ Copy of module manufacturer information sheets
- ✓ Copy of rail/racking system manufactures information sheets and method of attachment.

### Contractor Requirements

- Contractors must register with the City and have a Master State Electrician license
- You will need to register as a contractor to get access to **Mygov** to request your project.

[Contractor Registration Application](#)

[MyGov Contractor Registration](#)



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**Submitting your permit application:**

Our permitting process is done online through your [MyGov](#) account

[How to submit a project request in MyGov](#)

**Review and Process Timeline:**

The City of Celina is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential and commercial solar permit applications within 10 business days.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Application does not provide HOA approval (if applicable)
- Building Code references are incorrect
- Plan Review call outs not emailed back to [permits@celina-tx.gov](mailto:permits@celina-tx.gov)

**Permit Status:**

To check your permit status online through your [Mygov](#) account or email [permits@celina-tx.gov](mailto:permits@celina-tx.gov)

**Permit Fees:**

Complete fee information can be found on the [Master Fee Chart](#)

**Scheduling an Inspection and the Inspection Process:**

To schedule an inspection, please log into your [Mygov](#) account or email [permits@celina-tx.gov](mailto:permits@celina-tx.gov). Inspections are the next business day. Cut off for next day inspections is 3:30pm the business day prior.

[How to request an inspection in MyGov](#)

A residential solar PV system requires 2 inspections. These inspections are completed together on the same day:

- Solar Rough-In
- Solar Final

The City of Celina's Permit Department  
Phone: 972-382-2111  
Email: [permits@celina-tx.gov](mailto:permits@celina-tx.gov)  
Address: 112 N. Colorado St

***Monday – Thursday 7:30 am – 5:30 pm and Friday 7:30 am – 11:30 am***

