



Life Connected.

This outline is not intended to be an all-inclusive reflection of all regulations. It is designed to provide guidance on application process.

*** Homeowners' or Property Owners' Association approvals are required and shall be obtained PRIOR to submitting an application with the City***

We are a paperless office Please Submit Your Project Request through Your MyGov account. If you are a Homeowner, you may email it to Permits@Celina-TX.Gov

Solar System Permit

INFORMATION NEEDED FOR SUBMITTAL:

- Residential Permit Application (required with all project requests)
- Solar Checklist completely filled out and signed
- HOA approval letter (if applicable)
- Code references must be 2020 NEC, 2018 IRC, 2018 IBC, and 2018 IFC
- Site Plan showing:
 - Installation layout
 - Module location
 - Combiner boxes
 - All AC & DC disconnects
 - Utility disconnects and meter(s)
 - Service panel
- Plan showing clear 3ft fire access path
- Engineer signed and sealed structural letter indicating the roof can handle the new dead load.
- **Engineer signed and sealed drawings** for panel attachments and electrical calculations
- Provide proper labeling per manufacture's installation instructions, per article 690 of 2020 NEC
- Must be equipped with rapid shutdown
- Copy of inverter manufacturer's information sheets
- Copy of module manufacturer's information sheets
- Copy of rail/racking system manufactures information sheets and method of attachment

CONTRACTOR REQUIREMENTS:

- All Solar System installers are required to be registered with the City of Celina as General Contractors **and** Electrical contractors.
- All project requests will be submitted through myGov and are subject to review

BUILDING PERMITS
permits@celina-tx.gov
972-382-2111

CITY OF CELINA
Attention Permits
142 N. Ohio St
Celina, Texas 75009



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Solar Panel - PV Check List

Please fill out the Solar Panel Self-Checklist and please sign below that all information is correct. Your self-checklist must be submitted along with your Solar Panel plans and application (in PDF Format).

- Residential Application Commercial Application
- Copy of inverter manufacture information sheets
- Copy of module manufactures information sheets
- Copy of rail/racking system manufactures information sheets and method of attachment.
- Type of roof covering? Asphalt Other _____
- Number of roofing layers installed _____
- 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 Yes No
- 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 panel board
- Provide proper labeling per manufactures' installation instructions, per article 690 of **2020 NEC**
- Engineer stamped drawings for panel attachments and electrical calculations
- Connection to utility grid Supply Side Connection Load Side Connection
- Panel board ampere rating _____ amps Main breaker _____ Back feed Breaker _____ amps
- System configuration Positive ground Negative ground Ungrounded
- Are batteries being installed? Yes No

Signature: _____ Date: _____

Contact Name: _____ Phone: _____

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF CELINA makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF CELINA adopted Codes and Zoning Ordinances can be found on the city website at www.celina-tx.gov or at the CITY OF CELINA City Hall at 142 N. Ohio St, Celina, Texas.