



Permit Number

# APPLICATION SOLAR PANEL PERMIT

## Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. To check the status of a permit, email [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com) and include the property address and permit type.

- Solar PV System Application (separate electrical permit not required): [cityofkennedale.com/solar](http://cityofkennedale.com/solar)
- Letter from a Texas Licensed Professional Engineer including the following:
  - 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 a national recognized agency, including data specification sheet for PV system and components
- Scaled, dimensioned, **LABELED** plans – 2 sets if submitting printed copies
  - Site plan (to scale) showing location of major components on the property
  - 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 to building, and size and location of electrical panel
  - 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
  - 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)
  - Additional information required:
    - Weight of the arrays (pounds per square foot- including mounting hardware)
    - Describe and show the roof structural elements, including:
      - Rafter size, span, and spacing
      - Roof sheathing
      - Additional structural calculations and/or engineer’s verification of load capacity of the roof structure
    - Roofing type (e.g. composition shingle, shake, light-weight tile, etc.) and pitch
- Details of PV panel mounding hardware attachment to the roof framing member
- Contractor registered with Kennedale – Check registration status by emailing [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com)
- Completed, **legible**, signed application form
- Oncor executed interconnection agreement

## Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

## Property Owner Information

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Please submit to [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com) with supporting documents if applicable.

**Project Information**

Property Address: \_\_\_\_\_

Number of Panels: \_\_\_\_\_ Total KW: \_\_\_\_\_ Construction value: \_\_\_\_\_

Residential       Commercial

Scope of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information**

Contractor Name: \_\_\_\_\_

Contractor Company: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

**Applicant Agreement**

*By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Sign</b> _____	<b>Date</b> _____	