



SOLAR PANEL REQUIREMENTS

Building Inspections

ALL ROOF AND GROUND MOUNTED SOLAR PANEL INSTALLATIONS REQUIRE A PERMIT

- A. Permit Application and Plans** - In order for the permit to be approved, a completed permit application must be submitted on eTRAKiT - <https://etrakit.flower-mound.com/etrakit/> and plans must be uploaded to the permit application for review. The permit application/plans must include **all** of the following information:

Roof-Mounted Systems:

1. The name and phone number of the homeowner
2. The code cycles used for the project must be noted on the cover sheet of the plans. Our currently adopted codes are available on our website - <https://www.flower-mound.com/600/Construction-Codes>
3. Plans showing the layout of the proposed solar panels, elevations, calculations, specifications, fire setbacks, electrical plans, etc.
4. A letter, sealed by a structural engineer licensed in the State of Texas, stating that the existing roof structure can support the proposed roof-mounted solar panels.
5. A letter, signed by the master electrician registered with the Town, stating that all smoke and carbon monoxide detectors either currently meet or will be brought to meet the minimum requirements of the currently adopted International Residential Code (IRC)

Ground-Mounted Systems:

1. The name and phone number of the homeowner
2. The code cycles used for the project must be noted on the cover sheet of the plans. Our currently adopted codes are available on our website - <https://www.flower-mound.com/600/Construction-Codes>
3. Site plans showing the location of the proposed ground-mounted system, including setbacks to property lines and other structures.
4. Plans showing the height of the proposed ground-mounted system
5. Plans showing the elevations, calculations, specifications, fire setbacks, electrical plans, etc.
6. Plans, sealed by a structural engineer licensed in the State of Texas, showing how the ground-mounted system should be mounted to meet the minimum requirements of the currently adopted International Residential Code.
7. A letter, signed by the master electrician registered with the Town, stating that all smoke and carbon monoxide detectors either currently meet or will be brought to meet the minimum requirements of the currently adopted International Residential Code (IRC)

B. General Information

(03/28/2023)

1. The typical plan review time is 5-7 business days. Resubmittal reviews are completed within 3-5 business days.
2. When the permit has been approved, you will receive an email notification from the Plans Examiner letting you know that the permit fee of \$200.00 must be paid. A copy of the permit will be emailed to you once the fee has been paid.
3. Solar Panel permits require both a general contractor and an electrical contractor. Both contractors must be registered with the Town prior to permit approval. The general contractor registration fee is \$35 for 1 year and there is no fee for an electrical contractor registration.
4. Permits must be obtained before any work can begin. If work is done without a permit, a double permit fee will be charged.
5. **Permit Expiration:** All solar permits expire one hundred eighty (180) days from the date the permit is issued.

D. Inspection Approval

1. All inspections must be requested by using the online inspection scheduling program. To schedule an inspection, go to <http://etrakit.flower-mound.com> and use your general contractor login to access your permits. Inspections can be requested as late as 7:30 a.m. for a same-day inspection. Inspections can be scheduled up to 14 days in advance (excluding holidays and weekends). You can also cancel inspections and check inspection results using the same website.
2. If the electrician is on-site for the electrical rough inspection, the inspector can perform the All Finals inspection at the same time.

Re-inspection Fees - A re-inspection fee may be assessed for any of the following reasons.

1. Inspection scheduled is not ready.
2. An inspection is disapproved twice for the same item.