

SOLAR PHOTOVOLTAIC (PV) SYSTEM PLAN REVIEW CHECKLIST



★ ***This checklist must be submitted with a Building Permit Application for any SOLAR SYSTEM.***

Job Information		
Property Address:	Suite #	Contractor:
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
Size of system (kw):		
Submittal Requirements		
The following documents must be submitted with application when submitting hard copies: <ul style="list-style-type: none"> <input type="checkbox"/> Building Permit Application (3 copies) <input type="checkbox"/> Plan Review Checklist (1 copy) <input type="checkbox"/> Construction Plans (3 copies) <input type="checkbox"/> Site Plans (3 copies) 		

****One copy of each can be submitted Online via the Citizen Self Service Portal located at <https://energovweb.cityofallen.org/energov/selfservice/home>**

Please check to ensure that the following are included in the plan submittal:

- Installed in accordance with the National Fire Protection Association National Electrical Code (NFPA 70) as adopted by the State of Texas, applicable ordinances, districts, and/or special use categories (e.g.: zoning or special use, etc.); subject to plan approval.

NOTE: The National Electrical Code (NEC) is the Texas state electrical code. The state adopts the NEC as the State Code on September 1 of any year in which the new NEC Code book is published (every three years).

Construction Documents:

- Site specific, stamped engineering drawings (*reviewed or designed, and sealed by a licensed professional engineer*), assembly installation plans, manufacturer’s installation instructions, and/or equipment manufacturer’s data sheets.
- Make, model, and quantity of module, inverter, and racking system certified to the UL 2703, UL 62109, and UL 1741 standard by a Nationally Recognized Testing Laboratory as appropriate.
- Framing plans
- Method of sealing/flashing for roof penetrations.
- Connection details to building.
- Structural calculations or load diagram.
- Data cut sheets for battery storage if applicable (including type of battery).

- Site Plan:** Include the PV array.
 - Roof plan showing location of equipment and, if required, fire setbacks.
 - Existing site easements, property lines, building setback lines, zoning setbacks.
 - Typical side view detail of the solar PV system mount on the roof (COMMERCIAL ONLY).
 - Location of all existing structures and proposed PV system equipment (*including modules, disconnects, inverters, panel boards, combiner boxes, storage batteries, utility meters, etc.*).
 - Plumbing vent termination: Vent termination is not allowed under solar installations and must be relocated or modified in accordance with the International Plumbing Code (IPC) and/or the International Residential Code (IRC).

- Fire Code Requirements:** Installation complies with Section 605.11 of the 2012 International Fire Code (IFC), or a more recent IFC version.

- Electrical Plans:** In addition to the construction documents, include a three line diagram, or a line diagram that meets the requirements of the NEC. A proper line diagram should include:
 - AC and/or DC circuit arc fault protection as required by the NEC or ordinance (if any).
 - Inverter listed to the UL 62109 or UL 1741 Safety Standard; photovoltaic module(s) listed to the UL 1703 safety standard. Listings conducted by a Nationally Recognized Testing Laboratory.
 - Inverter AC output disconnect location, utility disconnect location, and AC output over-current protection device rating.
 - Location of combiner box(es), disconnect switch, size of source circuit overcurrent protection, if required.
 - Service panel bus rating and main circuit breaker/fuse ampere rating.
 - Circuit diagram with conduit, wire type and sizes, and/or cable type and wire sizes.
 - Equipment grounding and bonding conductors and grounding electrode conductor, if applicable.
 - Battery disconnect and overcurrent protection, if applicable.
 - List of all appropriate labels and marking per NEC and IFC requirements.

Applicant's Signature: _____ **Date:** _____

Print Name: _____ **Contact Phone #:** _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.