



Development Services  
305 N. Arch St.  
PO Box 638  
Royse City, TX 75189

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## Solar Panel Permit *Information Guide*

### Current Adopted Codes

2009 International Building Code (with regional amendments)  
2009 International Residential Code (with regional amendments)  
2009 International Plumbing Code (with regional amendments)  
2009 International Mechanical Code (with regional amendments)  
2018 International Fire Code (with local and NCTCOG regional amendments)  
2011 National Electrical Code  
2015 International Energy Conservation Code mandated by State of Texas

### Permit Application:

- Complete Solar Panel Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description – scope of work to be completed
  - Owner information
- Solar Panel contractor must register with the City and be listed on the permit application
- Include two (2) copies of the following:
  - Stamped, engineered plans showing wind shear and additional roof load compliance
  - Plans must show the DC and AC disconnect location and warning labels
  - Plans must show distribution panel location and warning labels
  - Plans must show load center location and warning labels
  - Site plan showing location of panels
- Sign Application and send to the City via one of the following methods:
  - Email to Development Services Dept. at [permits@roysecity.com](mailto:permits@roysecity.com)
  - Deliver to Development Services at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Request online via MyGov
- All plans will be reviewed by the Building Inspector.
- Plan review will take up to 10 business days. All feedback will be provided to the contact name listed on the permit application.
- Once Permit is approved, the contact for the project will be notified by the Development Services Department. Payment for the permit can be made when the permit is picked-up from City Hall.
- **No work may begin until the permit has been issued.**

**Permit Cost - \$75.00**

**Inspections:**

- Once permit is issued, inspections can be requested via MyGov or by calling 972-524-4832/4823
- Inspection requests must be received by 4pm for next day inspection
- Leave pictures of roof connections, panel placements and electrical connection inside panel on job site

Typical inspections include as needed:

Solar Panel/Electrical Final



# SOLAR PANEL PERMIT APPLICATION

Development Services  
305 N. Arch St.  
Royse City, TX 75189  
Phone: (972) 524-4832/4823

<b>Property Information:</b>	
Permit #:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Development Services Use Only</div>
Valuation: \$	
Project Address:	Total Sq. Ft.
Project Description:	

<b>Owner Information:</b>	
Name:	Contact Person:
Email Address:	Phone #:
Physical Address: <small>(if different from above)</small>	

<b>Contractor Type</b>	<b>Contractor Name</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email Address</b>
Electrical –				

- Include two (2) copies of the following:
  - Stamped, engineered plans showing wind shear and additional roof load compliance
  - Plans must to show the DC and AC disconnect location and warning labels
  - Plans must show distribution panel location and warning labels
  - Plans must show load center location and warning labels
  - Site plan showing location of panels

**Permit fee is \$75. Inspections can be scheduled via MyGov or by calling (972) 524-4832/4823.**

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. **All permits require final inspection. A certificate of occupancy must be issued before any building is occupied.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant:

Date: