



Photovoltaic Solar Requirements Checklist

Quick Turnaround Permit Process for Commercial and Multi-Family Residential PV Installations

Submittal Requirements

1. [Commercial Building Application](#) (page 1 only)
2. Photovoltaic Solar Requirements Checklist (this form)
3. **Sealed structural plans** or Structural Letter by an Engineer
Illustrate location and method of attachment to structure and compliance with prescribed wind loads. The roof shall be designed to resist the uniform and concentrated roof live loads with solar panel system dead loads. NOTE: The roof live load need not be applied to the area covered by solar panels where the clear space between the panels and the roof surface is 24 in. or less.
4. **Special Inspection report**
5. **Electrical Plans sealed by Engineer**
Projects under 5,000 sf, plans may be signed by the Master Electrician
6. **Copy of the planned PV Meter Location(s) Directory (Drawing) NEC 705.10**
7. [Distributed Generation Planning Application](#) (DGPA) from Austin Energy
8. **Scaled plan illustrating all serviceable equipment following IBC, IFC and UMC requirements for guard and clearance** (Code Reference: 2021 IBC 1015.6, Mechanical Equipment Systems and Devices: 2021 1015.7 Roof Access, UMC 304.4.3 Work Platform: 2021 IFC Section 1254 Solar Photovoltaic Power Systems)

I understand that in accordance with the City of Austin Land Development Code, non-compliance with the Land Development Code may be cause for the Building Official to suspend or revoke a permit and/or license.

Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be responsible for costs associated with corrections due to invalid information provided

Name & Signature (Applicant or Authorized Agent)

Email

Phone