



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. Applications are processed within ten business days. To check the status of a permit, please 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
  - o Site plan (to scale) showing location of major components on the property
  - o 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
  - o 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
  - o 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)
  - o 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

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

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

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

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

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### 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: \_\_\_\_\_

- New Residential
- New Commercial
- Adding to Existing Structure

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: \_\_\_\_\_

<b>For Office Use Only</b>		
<b>Completeness Check</b>		
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> _____	



License Number

# REGISTRATION

## LICENSED CONTRACTOR REGISTRATION

### Requirements

Licensed contractors must provide current information to the City of Kennedale before a permit for work requiring a license can be approved. Check individual and contractor business registration status by emailing [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com).

- Business must be currently registered with City of Kennedale
- Photocopy of state trade license

### Licensed Individual Contractor Information

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

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

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

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

### Contractor Type:

- Electrical Contractor (List Master Electrician: \_\_\_\_\_ )
- Irrigation Contractor
- Mechanical Contractor
- Plumbing Contractor (List Master Plumber: \_\_\_\_\_ )
- Sign Electrical Contractor

### Contractor Agreement

*By signing below, I acknowledge that all submitted information is valid and correct.*

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_