



Permit No. \_\_\_\_\_

# City of Rosenberg RESIDENTIAL SOLAR PERMIT APPLICATION

2220 4<sup>th</sup> Street, Rosenberg, Texas 77471

Telephone: 832-595-3500 Email: [registration@rosenbergtx.gov](mailto:registration@rosenbergtx.gov)

Inspection Requests received **before** 3:00 pm will be next business day, after 3:00 pm will be two business days

**Project Address:** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section Number: \_\_\_\_\_

Customer(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Type of Work:**

Solar Panels: \_\_\_\_\_

**\*\*PLEASE NOTE NEW REQUIREMENT\*\* AS OF 6/14/2018, ALL NEW RESIDENTIAL APPLICATIONS MUST SUBMIT ONLINE VIA OUR PORTAL. ALL PLANS, APPLICATION AND ASSOCIATED DOCUMENTATION FOR PERMIT REVIEW MUST BE SUBMITTED IN PDF FORMAT!!!**

Description of Work: \_\_\_\_\_

Valuation of Project: \$ \_\_\_\_\_

**Contractor Information\*:**

*\* Must be registered with the City of Rosenberg*

Company Name: \_\_\_\_\_

Primary Contact(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_

## **Permit Review Check-Off List: Residential Solar Permit**

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

Requirements Are:

- Cover Sheet
- Site Plan-Stamped by a licensed professional engineer
- Mounting details – Stamped by a licensed professional engineer
- Roof plan with Modules layout – Stamped by a licensed professional engineer
- 3-line Electrical Diagram-stamped by the license professional engineer or the master electrician information on the page
- Conductors Calculations- stamped by the license professional engineer or the master electrician information on the page
- Labels/site placard
- Optimizer Chart
- Safety Plan
- Structural Letter from the license professional engineer
- Wind Load Letter (address Specific) with calculations from the license professional engineer
- Manufacture specifications
- HOA Approval Documentation
- Solar panels designed to the 2018 IRC International Residential Code
- Solar panels designed to the 2018 IFC-International Fire Code
- Solar panels designed to the 2023 NEC-National Electrical Code

***PLEASE NOTE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL. A PENALTY FEE EQUAL TO 2X'S THE PERMIT FEE WILL BE ASSESSED IF WORK IS STARTED WITHOUT A VALID PERMIT. APPROVED PERMIT BECOMES VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS.***

City of Rosenberg

City setback requirements must be met. The City of Rosenberg codes are available online at [www.municode.com](http://www.municode.com) (Click online library, Texas, and Rosenberg) or at [www.rosenbergtx.gov](http://www.rosenbergtx.gov).

The City of Rosenberg has adopted 2018 International Residential Code & 2017 National Electrical Code.  
**All building construction plans should adhere to these building codes.**

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**Insurance Requirements:**

**The City of Rosenberg general liability requirements for Building, Electrical, Plumbing, and Mechanical contractors is \$500,000. Should the insurance be terminated or expire, no inspections will be performed until valid insurance is received. This is a requirement for any permit that requires general liability insurance. The policy must show the City of Rosenberg as a certificate holder.**

**General Information:**

- Permits will only be issued for lots on approved subdivision plat, on file with the Planning Department.
- The City of Rosenberg collects water and wastewater impact fees in certain areas.
- Have your structure designed to meet 135 MPH-3 second gust wind speed.
- Approved plans with City Approved stamp must be available on site for the Building Inspectors to view when necessary.
- Address must be visible from the street.
- Plan check fees are due upon submittal of information. All fees of building, water, sewer, and impact fees are payable upon final approval of the building permit
- Standard turn around for Plan Review is 10-15 Business Days, non-cumulative. Resubmittals are subject to the same timeframe.

**CITY OF ROSENBERG ACCEPTS CASH, CHECKS, AND MONEY ORDERS.  
VISA AND MASTERCARD ARE ALSO ACCEPTED WITH A 5% SURCHARGE.**

I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. **Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 180 days. After 180 days this application and plans will be voided and disposed of unless a valid building permit is issued. All 3 pages must be filled in and submitted when making application for New Residential Permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>	
<b>PLAN CHECK FEE:</b>	<b>IMPACT FEE:</b>
<b>PERMIT FEE:</b>	<b>APPROVED BY:</b>