

Solar Panel Required Documents Submittal Review



City of Brownsville Planning and Development Services Telephone: (956) 548-6150

Submit to: solarpanels@brownsvilletx.gov See Submittal Instructions: [Standards for Digital Submission](#)

Codes referenced: International Residential Code 2018 (IRC 2018) International Building Code 2018 (IBC 2018)

National Electric Code 2017 (NEC 2017) International Fire Code 2018 (IFC 2018) Unified Development Code ([UDC](#))

*No partial submittals will be accepted.

A. Permits/Approvals Required:

- 1. [Application for Solar Energy Systems](#)
- 2. [Electrical Permit](#) – To be pulled by licensed electrician
- 3. Electrical Permit application for service upgrade, if applicable
- 4. Utility Provider Approval
 - a. [AEP Package Submittal](#)
 - b. [BPUB \(Brownsville Public Utility Board\) Package Submittal](#)
 - c. [MVEC \(Magic Valley Electrical Company\) Package Submittal](#)
- 5. Historic Preservation Release (If property is located in the O-11 Downtown Overlay District)
 - a. [Application for Certificate of Appropriateness](#)

B. Construction Documents:

Electronic Set (PDF file minimum sheet size 11” x 17” or larger; all plans, dimensions and notes must be legible and drawn to scale).

To include but not limited to:

- a. Site Plan
- b. Roof Plan; show roof penetrations
- c. Solar Energy System Drawings; to show the proposed layout
- d. Structural plans and letter signed by a Professional Engineer
 - i. Details showing mounting and anchors to existing/new structure
 - ii. Letter stating that solar energy system meets area wind loads and that additional proposed loads can be supported by existing structure
- e. Electrical Diagrams/Electrical Plans prepared by a Professional Engineer or Licensed Master Electrician
- f. Project Information
- g. Equipment Specifications
- h. Adopted codes referenced

*Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

C. Inspections:

Approved plans and installation manual shall be at the job site at time of inspection

- a. Electrical Final
- b. Building Final
- c. Service Upgrade Electrical Final, if applicable

| Contact Information | Position | Office Number | Cellphone | Email Address |
|-----------------------|--|---------------|--------------|--|
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**No further review will take place until all documents are submitted.

***This list only references the documents that are needed to initiate a review by this department. (not all inclusive)