



# City of Laredo

## Building Development Services



1120 San Bernardo Ave., Laredo, Texas 78040 • Phone: 956.794.1625 • Fax: 956.795.2998

## BUILDING BULLETIN 2020-001

**Date:** February 27, 2020

**To:** Building Development Services Customers

**From:** Mr. Arturo Garcia, Building Development Services Director  
Mr. Gerry Pinzon, PE, Building Official

**Subject:** Solar Panel Installation Permits

**Purpose:** The City of Laredo Building Development Services requires that a building permit for installation of solar panels. The purpose of this information bulletin is to clarify the requirements to obtain a permit to install solar panels.

**Scope:** This information is provided to ensure the protection of the public health, safety and welfare by prescribing minimum standards for the installation, repair or alterations of Solar Panels and Photovoltaic Systems. These Solar Systems shall comply with section R324 of the IRC (International Residential Code) and in accordance with Chapter 23 of the International Fire Code.

### Construction Document Requirements:

- Completed Building Development Services Permit Application
  - o All solar Panel contractors must be registered with the City of Laredo Building Development Services
- Two (2) set of Solar Panel Construction Plans with manufacturer's installation specifications
- One (1) set of Structural Engineering plans for the structure where system will be installed.
  - o Must be designed and approved in accordance with Section R907 of the IRC and comply with the latest adopted NEC (National Electric Code) of the City of Laredo.
  - o Inverters shall be listed and labeled in accordance with UL 1741.
- One (1) set of Electrical Plans submitted by the Master Electrician showing connection to the Power Grid.
  - o Master Electrician must be registered with the Building Development Services.
- If the Solar System is going to power any plumbing service, a Master Plumber must submit a Plumbing Plan.
  - o Master Plumber must be registered with the Building Development Services.

### Inspections Required:

- All inspections will need to be schedule the day before the inspection.
  - o Inspection scheduling (956)794-1660 Selectron
  - o Online scheduling <https://click2gov.cityoflaredo.com/Click2GovBP/index.html>
- The necessary inspections will consist of a roof installation and electrical final.

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- Roof access points shall be located in areas that do not require the placement of ground ladders over opening such as windows or doors, and located at strong points of building construction and does not conflict with overhead obstructions such as tree limbs, wires or signs.

If your solar panel(s) will be free-standing, please provide the two (2) sets of detailed construction plans noted above, plus:

- Two (2) plot plans of the entire parcel – drawn to scale – to include:
  - Location of the proposed solar panel(s)
  - Measurements from the proposed structure to each property line
  - Location of any existing structures
  - Street Address

### Fee:

The solar panel installation fees include an electrical modification permit (number of circuits & number of fixtures) and a proposed solar panel permit fee that is yet to be determined as follows:

Solar Panel permit	To be determined
Electrical Permit	\$50.00
Circuits Cost	\$5.00 per circuit
Solar Panel	\$0.50 per solar panel

### OTHER REQUIREMENTS:

Along with these requirements, customers that are connecting to the American Electric Power (AEP) of Texas service area will be required:

1. Customer Responsibility:
  - a. An executed signed Interconnection Agreement (IA) with AEP.
  - b. The IAs can be either hardcopy or signed via DocuSign (if a valid email provided to AEP).
2. Proof of having successfully passed any final inspection(s) with the City of Laredo Building Development Services.
  - a. If there is no requirement, installer will notify AEP Texas in writing.
3. Equipment/Installation:
  - a. Installer will submit a picture of the equipment wall to AEP, to include:
    - i. Required AC disconnect to include verification the AC disconnect switch is located within the required distance of the meter. The required AC disconnect should be located adjacent to the meter.
    - ii. Proof of termination of the inverter output into a service panel (not the meter enclosure or any AEP Texas equipment).

Should you have any question please let us know or to schedule a meeting at a suitable time. Thanks,