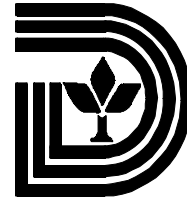


Photovoltaic & Solar Hot Water System APPLICATION CHECKLIST

MINIMUM REQUIRED DOCUMENTS

Photovoltaic & Solar Hot Water System Checklist



CITY OF DALLAS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. Complete the information sheet attached.

1. Residential application **OR** Commercial application
2. Completed permit application including supplemental information sheet *

*Electrical permit application for flush mounted photovoltaic systems; Building and Electrical permit for tilt-up photovoltaic systems; Building, Electrical, Mechanical and Plumbing permit for solar hot water system.

**Plumbing vent termination is not allowed to remain under solar installations. Vent termination must be relocated (and possibly resized) or an air admittance valve may be utilized in accordance with the International Plumbing Code (IPC) and / or International Residential Code (IRC)

Residential

- Type of Solar Panels Produce Electrical Power **OR** Provide Hot Water

- R1. Two copies of equipment information sheet (cut sheets) that indicates size and weight.
- R2. Two copies of manufacturer's installation instructions.
- R3. Equipment must be listed and labeled.
- R4. How many solar panels will be installed? _____
- R5. Where will the solar panels be installed? _____

-
- R6. Roof Plan – Show existing condition and location of proposed equipment **
 - R7. The equipment must be installed per the manufacturer's recommendations.
 - R8. Does proposed equipment installation cause the roof load assembly to exceed the minimum requirement of 10 psf per IRC? Yes No
If yes, please provide professional engineered drawings of installation.
 - R9. The applicant has verified that the proposed installation complies with any Zoning, Planned Development Districts, Historic Districts and Conservation Districts.
 - R10. The applicant will comply with all applicable restrictions the City of Dallas may not enforce. (ex. Private deed restrictions)

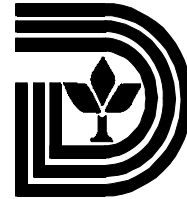
Additional information required by the Building Official necessary for issuance of the permit may be requested. (ORD. 26029)

Commercial

- Type of Solar Panels Produce Electrical Power **OR** Provide Hot Water

- C1. Two copies of information sheet to include:
 - Scope of work
 - Occupancy type (if known)
 - Building Type
 - Equipment information sheets (cut sheets) that indicates size and weight.
 - Copy of manufacturer's installation instructions.

Photovoltaic & Solar Hot Water System
APPLICATION CHECKLIST - Continued
MINIMUM REQUIRED DOCUMENTS



CITY OF DALLAS

Photovoltaic &
Solar Hot Water System

Commercial – Continued

- C2. Equipment must be listed and labeled.
- C3. How many solar panels will be installed? _____
- C4. Where will the solar panels be installed? _____

- C5. Equipment must be installed per the manufacturer's recommendations.
- C6. For a tilt-up system, we require an additional stamped engineer's letter certifying that the structure being used to anchor the solar array will endure the additional stresses created by the tilt-up system catching wind.
- C7. Two sets of legible dimensioned plans, drawn to scale, with seals and signed to include:
(Note: All documents submitted for review must have minimum text size of 3/32" & up to a maximum drawing sheet size of "E" size, 36" x 48").
 - Site Plan (Show North Arrow)
 - Legal description on site plans (lot, block and address).
 - Show all property lines and easements (if applicable).
 - Floor Plan showing proposed equipment locations (if applicable).
 - Roof Plan showing existing mechanical, plumbing, venting, Intakes and proposed equipment. **
 - Engineered details of the panels attachment to existing roof.
(Meets min. roof and wind loads requirements)
 - Mechanical, electrical and plumbing plans.
- C8. The applicant has verified that the proposed installation complies with any Zoning, Planned Development Districts, Historic Districts and Conservation Districts.
- C9. The applicant will comply with all applicable restrictions the City of Dallas may not enforce. (ex. Private deed restrictions)

Additional information required by the Building Official necessary for issuance of the permit may be requested. (ORD. 26029)

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I _____ have read the above information and acknowledge that all required
(Please Print)
documents have been provided.

Signature _____

Date _____

NOTE: Staff Cannot Accept Incomplete or Illegible Documents