



How to Submit a Solar/PV Permit Application in *DallasNow*

Step 1

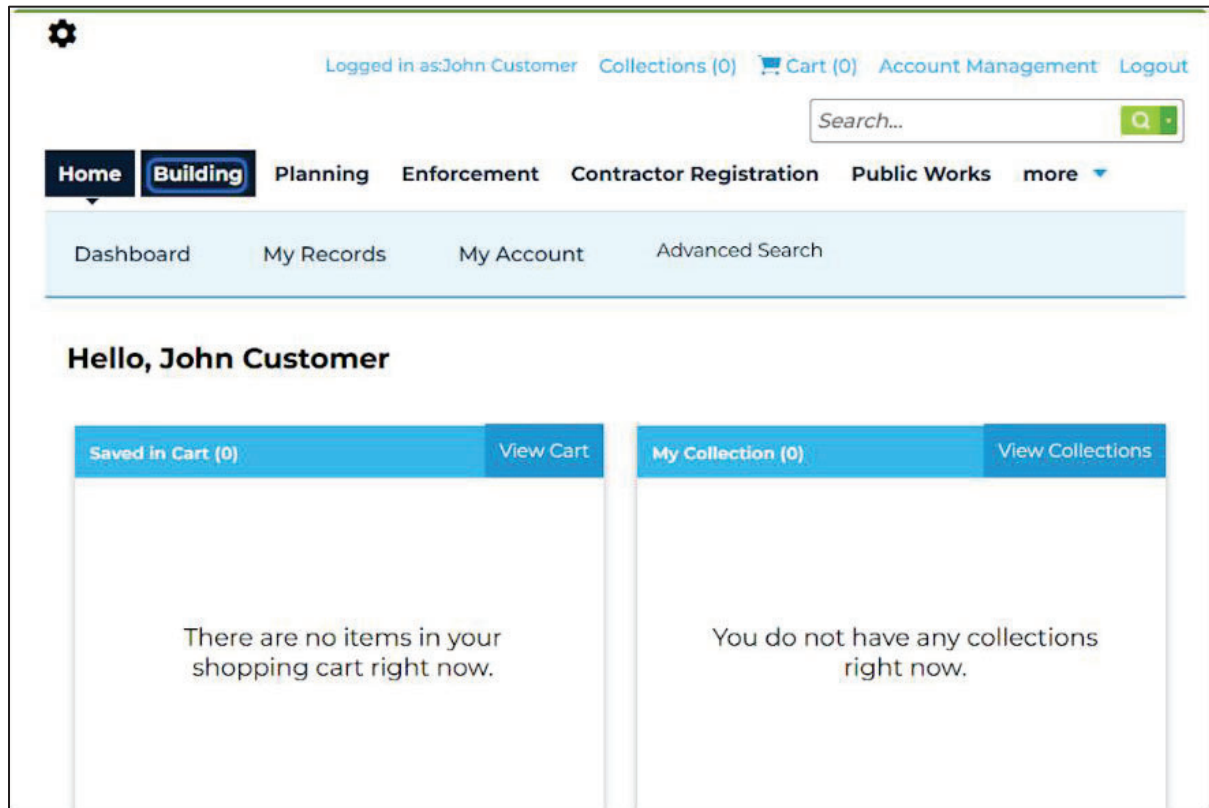
On the [DallasNow Citizen Portal](#), enter username and password information, then click Sign In.

A screenshot of the DallasNow Citizen Portal sign-in interface. The page has a light blue header and a white main content area. On the left, there is a sidebar with the text "i Portal" and "the process for applications for planning ons, and more, 24". Below this, it says "ough Friday from 8:00". At the bottom of the sidebar, there are links for "ns" and "ection", and a "nt" link. The main content area features a "Sign In" box with a blue border. Inside the box, there are two input fields: "USERNAME OR EMAIL:*" with the text "J.Customer" entered, and "PASSWORD:*" with "*****" entered. Below the password field is a link for "Forgot Password?". At the bottom of the box is a dark blue button with the text "SIGN IN" in white capital letters.



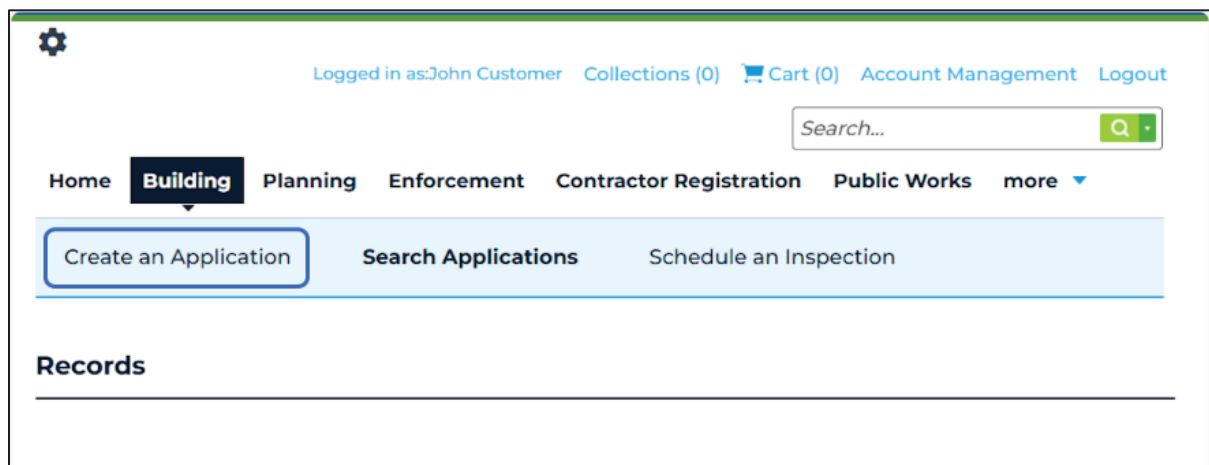
Step 2

Click on Building.



Step 3

Click on Create an Application.





Step 4.

A. Read the General Disclaimers.

B. Click on the checkbox to certify you agree with the terms of the General Disclaimer.

C. Click on Continue Application.

The screenshot shows the 'Create an Application' page in the DallasNow system. At the top, there are three tabs: 'Create an Application' (active), 'Search Applications', and 'Schedule an Inspection'. Below the tabs, the section is titled 'Online Application'. A welcome message states: 'Welcome to the City of Dallas Online Permitting System. Using this system, you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' A disclaimer pop-up window is displayed, titled 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' The pop-up contains the text: 'federal, state, or local laws, including but not limited to the Texas Public Information Act.' Below this, a section titled 'Communications via the Portal' states: 'Any communications through email or messaging systems on this website should not be considered legal notice to the City of Dallas or its agencies, officers, employees, or representatives in relation to any claim or legal action where formal notice is required by law.' At the bottom of the pop-up, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. Below the pop-up, there is a button labeled 'Continue Application »'. At the bottom of the page, a footer reads: '2024 City of Dallas, TX. All rights reserved.'



Step5.

A. Select applicable license from the drop down menu

B. Click on Continue Application.

If this screen does not appear, you do not have an active contractor registration tied to your account. Proceed to the next step to continue.

Logged in as: John Customer Collections (0) Cart (0) Account Management Logout

Search...

Home **Building** Planning Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications Schedule an Inspection

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

• Licenses:

General Contractor TL-GC-000059 ▾

John Customer

Home Phone: 9725555555
Mobile Phone: 4695555555
Fax: General Contractor
TL-GC-000059

Continue Application »



Step 6

- A. Click on the arrows to expand the permit application list.**
- B. Select Commercial or Residential Solar/PV Permit, as applicable.**
- C. Click on Continue Application.**

The screenshot displays a web interface for selecting a permit. It features two main sections: 'Commercial Permits' and 'Residential Permits', each with a dropdown arrow and a help icon. Below these are lists of specific permit types, each preceded by a radio button. The 'Residential Solar/PV Permit' is highlighted with a blue circle and labeled 'B'. At the bottom, a blue button labeled 'Continue Application »' is highlighted with a blue circle and labeled 'C'.

A Commercial Permits

- ☐ Commercial Accessory Structure Permit
- ☐ Commercial Alteration Addition Permit
- ☐ Commercial Backup Generator
- ☐ Commercial Demolition Permit
- ☐ Commercial Drive Approach and Sidewalk Permit
- ☐ Commercial Electrical Permit
- ☐ Commercial Foundation Repair
- ☐ Commercial Mechanical Permit
- ☐ Commercial New Construction Permit
- ☐ Commercial Plumbing Permit
- ☐ Commercial Pool/Spa Permit
- ☐ Commercial Roofing Permit
- ☐ Commercial Solar/PV Permit

B Residential Permits

- ☐ Residential Accessory Structure Permit
- ☐ Residential Alteration Addition Permit
- ☐ Residential Demolition Permit
- ☐ Residential Drive Approach and Sidewalk Permit
- ☐ Residential Electrical Permit
- ☐ Residential Foundation Repair
- ☐ Residential Mechanical Permit
- ☐ Residential New Construction Permit
- ☐ Residential Plumbing Permit
- ☐ Residential Pool/Spa Permit
- ☐ Residential Roofing Permit
- ☒ Residential Solar/PV Permit

C Continue Application »



Step7

Enter on Street # and Street Name Information

At this page, identify the physical address where the proposed solar PV will be placed.

[Show Map](#)

* indicates a required field.

Address

If you are unable to find your address or parcel, please contact DEVaddressing@dallas.gov for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

*Street #: Direction: Street Name: Street Type: Street Suffix:

City: State: Zip:

Appraisal Parcel ID: Building: Floor: Suite:

[Search](#) [Clear](#)

Parcel

* Parcel Number:



Step 8

Click on Search

The address information will populate on screen based on the search. If there are multiple results found, select the correct address from the pop-up window.

1 Application Information

2 Contact Information

3 Support Documentation

4 Review

5 Pay Fees

6

Step 1: Application Information > Work Location

In this page, identify the physical address where the proposed work will take place.

Show Map

* indicates a required field.

Address

If you are unable to find your address or parcel, please contact DEVaddressing@dallas.gov for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

•Street #:
9055

Direction:
--Select--

Street Name:

Street Type:
--Select--

Street Suffix:
--Select--

City:

State:
--Select--

Zip:

Appraisal Parcel ID:

Building:

Floor:

Suite:

Search

Clear



Step 9

Click on Continue Application.

Owner

This section may not have the most recent information. When applicable, you will be asked to provide property owner contact information later in this process.

Owner Full Name: ?
BUF

Mailing Street Address:
905

Address Care Of:

City:
DALLAS

[Search](#) [Clear](#)

[Save and resume later](#) [Continue Application »](#)

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Step 10

Enter information in the Detailed Description field.

NOTE: Information here is reviewed by the Planning & Development department. Adding all important information regarding the application can reduce requests for additional information and delays.

In this page, fill in detailed information for your proposed work. The information in this page needs to be complete in order for the city staff to review your application. * indicates a required field.

Description of Work

Please briefly describe your proposed work.

The Description of Work must convey a detailed account of the work identified on the plans. Do NOT state "Please see attached plans."

* Detailed Description:

spell check

Project Details - Part 1

General Project Information



Step 11

Complete information in Project Details - Part 1 section

Note: Fields with a red asterisk (*) are required.

spell check

Project Details - Part 1

General Project Information

Are you Homestead?: ☐ Yes ☐ No	* Module Mounting Type: --Select--
How many modules are being installed?: 	* Existing Residential Land Use: --Select--
Grid Tied: ☐ Yes ☐ No	* System Size (KW):
Building Height (Stories): 	* Fire Sprinkler System: ☐ Yes ☐ No
Solar Module (Total Sq. Ft): 	* Battery: ☐ Yes ☐ No
Energy Capacity(KWH): 	Estimated Total Cost (Job Value):
The applicant will comply with all applicable restrictions the City of Dallas may not enforce. (ex. private deed restrictions): ☐	

Project Details - Part 2



Step 12

- A. Complete information in Project Details - Part 2 section
- B. Complete information in Project Details - Part 3 section
- C. Complete information in Project Details - Part 4 section

☐

A

Project Details - Part 2

Type of System

Showing 0-0 of 0

Type	System Application	Other
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

B

Project Details - Part 3

Roof Slope Information

Showing 0-0 of 0

Roof Slope Rise	Roof Slope Run	Location	Notes
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

C

Project Details - Part 4

DISTRICT INFORMATION

*Is the project in a Historic District or Conservation District?:

[Save and resume later](#) [Continue Application »](#)



Step 13

Click on Continue Application »

Project Details - Part 4

DISTRICT INFORMATION

*Is the project in a Historic District or Conservation District?:

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Step 14

Complete information in Project Details - Part 5 section

Information | Information | Documentation |

Step 1: Application Information > Trade Information

*Indicates a required field.

Project Details - Part 5

Trade Information

*Additional Trades for this Application?:
☒ Yes ☐ No

*Electrical:
☐ Yes ☐ No

*Fire Specialty Systems:
☐ Yes ☐ No

*Mechanical:
☐ Yes ☐ No

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Step 15

Click on Continue Application.

Project Details - Part 5

Trade Information

*Additional Trades for this Application?:
☒ Yes ☐ No

*Electrical:
☒ Yes ☐ No

*Fire Specialty Systems:
☐ Yes ☒ No

*Mechanical:
☐ Yes ☒ No

[Save and resume later](#)[Continue Application »](#)

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Step 16

A. Complete Occupancy Type information.

B. Complete Construction Type information.

Step 1: Application Information > Additional Information *Indicates a required field.

A

Occupancy Type

Occupancy Type
Please use this section to list out all known uses row by row with descriptions, appropriate value, and square footage.

Showing 0-0 of 0

Occupancy	Type of Occupancy	Area (Sq. Ft.)	Sprinkler System
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

B

Construction Type

Construction Type

Showing 0-0 of 0

Construction Type	Area (Sq. Ft.)
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

Step 17

Click on Continue Application.

Construction Type

Construction Type

Showing 1-1 of 1

Construction Type	Area (Sq. Ft.)
☐ IA- Non-Combustible 3-Hr Rated	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#) [Actions](#)

[Save and resume later](#) [Continue Application »](#)



Step 18

A. Review Required Contact Types listed.

B. Click on Select from Account or Add New, and then complete information for each required Contact Type.

Contact List * indicates a required field.

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

A Required Contact Type Minimum

Applicant	1
Property Owner	1

B [Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
No records found.							

Step 19

Click on Continue Application.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type Minimum

✓ Applicant	1
✓ Property Owner	1

[Select from Account](#) [Add New](#)

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
John Customer		Applicant	9725555555	2145555555	4695555555	dallas.gov	Edit Delete
B		Property Owner			9455555555	:@dallas.gov	Edit Delete

[Save and resume later](#) [Continue Application »](#)

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Step 20.

Click the Select from Account button when available or click the Look Up button to add a licensed professional, as needed.

Note: To install solar photovoltaic (PV) systems, you must be registered as a general contractor using [DallasNow](#).

If you are also completing electrical work, you must be register as an electrical contractor, and the Master Electrician. If you are not, complete the registration applications in *DallasNow* AND must appear in person to complete registration at 320 E Jefferson Blvd, Room 210, Dallas, TX.

If you subcontract with a licensed and already registered electrician, you may not need to register separately as an electrical contractor.

1 Application Information

2 Contact Information

3 Support Documentation

4 Review

5 Pay Fees

6

Step 2: Contact Information > Licensed Professional

Licensed Professional: Depending on the scope of your project, a licensed professional may be required to perform the work. In this section, you will supply information of all licensed professionals who will do the proposed work, including subcontractors. If a licensed professional is the applicant, he/she needs to communicate their license information in this section as well.

For all licensed professionals listed here, please make sure that their licenses are not expired.

*indicates a required field.

Contractor(s)

To add a licensed professional, click the Select from Account button when available or click the Look Up button.

Select from Account

Look Up

Showing 1-1 of 1

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile Phone
TL-GC-000059	General Contractor		John Customer		4695555555

Save and resume later

Continue Application »

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Step 21

Click on Continue Application.

Contractor(s)

To add a licensed professional, click the Select from Account button when available or click the Look Up button.

Select from AccountLook Up

Showing 1-1 of 1

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile Phone
TL-GC-000059	General Contractor		John Customer		4695555555

Save and resume laterContinue Application »

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Step 22

Review the application information, and click on Edit to revise information, as needed.

Residential Solar/PV Permit

1

2 Contact Information

3 Support Documentation

4 Review

5 Pay Fees

6 Record Issuance

Step 4: Review

Save and resume laterContinue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Solar/PV Permit

Address

901
Dallas TX 75231
Appraisal Parcel ID: 00000794078710000

Parcel



Step 23

Review the Certification information.

✓ Property Owner 1
Showing 1-2 of 2

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
John Customer		Applicant	9725555555	2145555555	4695555555	dsdtraining@dallas.gov	Edit
BURNS ROBERT JOHN &	BURNS ROBERT JOHN &	Property Owner	9728325369		9455555555	emily.sanchez@dallas.gov	Edit

Contractor(s) [Edit](#)

Showing 1-1 of 1

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile Phone
TL-GC-000059	General Contractor		John Customer		4695555555

THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

☐ By checking this box, I agree to the above certification. Date:

Step 24

Click the checkbox to certify you agree with the above certification.

THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

☒ By checking this box, I agree to the above certification. Date: 07/31/2025

[Save and resume later](#) [Continue Application »](#)

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Step 25

Click on Continue Application.

Contractor(s) [Edit](#)

Showing 1-1 of 1

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile Phone
TL-GC-000059	General Contractor		John Customer		4695555555

THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

☒ By checking this box, I agree to the above certification. Date: 07/31/2025

[Save and resume later](#) [Continue Application »](#)

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Step 26

Click on Check Out.

Listed below are preliminary fees based upon the information provided. Enter quantities where applicable.

Application Fees

Fees
Technology Fee

TOTAL FEES: \$15.00
Note: This does not include additional inspection fees w

[Check Out »](#)



Step 27

Click on Checkout.

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

9C Dallas TX 75231

1 Application(s) | \$15.00

▶ Residential Solar/PV Permit
25TMP-008659

Total due: \$15.00

Total amount to be paid: \$15.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

Step 28

Click on Submit Payment.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

•Credit Card

•Bank Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$15.00

☒ Pay with Credit Card

☐ Pay with Bank Account

Submit Payment »



Step 29

Complete payment information and click on Pay

Order Summary

Total\$15.00

 Card Number *

Exp. Date *

Card Code

Billing Address

First Name

Last Name

Billing Country

USA ▼

Zip

Street Address

City

State

Phone Number

Email

Pay

Cancel



Congratulations! Your application has been successfully submitted!

Search...

Q

Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more ▾

Dashboard

My Records

My Account

Advanced Search

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Receipt

90

Dallas TX 75231

RES-SOLAR-25-001016

[View Receipt](#)

Print/View Receipt

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