



City of Dallas

Contractor Registration, Permitting and Inspections for Solar

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Chief Electrical Inspector
Development Services
City of Dallas

Presentation Overview



- Purpose
- Background/History
- Registrations
- Permitting
- Plan Review
- Inspections
- Revoking and Expiring Permits



Purpose



A better understanding of the processes for completing a solar photovoltaic permit from application to final inspection



Background/History



- Differences in processes between different municipalities can be onerous
- We have never given a step-by-step guidelines for this process
- There have been issues with contractors completing these processes correctly



Building Contractor Registration



- Loads are being added to existing structures
- To perform solar installations, you must be registered as a building contractor
- Registration must be completed at 320 E Jefferson room 118 Dallas, Tx.



Electrical Contractor Registration



- If you will be performing the electrical portion of the installation you will need to register as an electrical contractor
- This must be done at the Jefferson location as well in room 210
- The Master Electrician of record must appear in person to register



Electrical Contractor Registration



- If you will be contracting an existing electrician that is already registered to perform all the electrical work this may not be necessary



Registration



There is a space on both registration forms for additional members of the company.

MEMBER ASSIGNMENT TO CONTRACTOR'S REGISTRATION		
<p>Instructions: This page to be completed only by the contractor's responsible party and executed by the individual contractor's named on the registration application to add and/or delete member of the business. Members have the rights to apply for permits, pay for permits, cancel permits, reassign permits, request inspections, and pay fees on behalf of the named contractor. Members may not renew registrations or add or remove members. Members may only be added and/or removed in writing by the named responsible party.</p>		
<p>LIST ALL COMPANY PERSONNEL AUTHORIZED BY YOU TO SIGN PERMIT APPLICATIONS FOR YOUR COMPANY. AT THE TIME OF REGISTRATION, YOU WILL ASSIGN YOURSELF AND YOUR MEMBERS A PERSONAL IDENTIFICATION NUMBER (PIN). REMEMBERING YOUR PIN NUMBER IS YOUR RESPONSIBILITY. PIN NUMBERS MUST NOT EXCEED 9 DIGITS (NUMBERS ONLY) AND EACH MEMBER MUST HAVE A DIFFERENT NUMBER. ALL PIN NUMBERS WILL BE REDACTED FROM OUR RECORDS AND STAFF WILL NOT BE ABLE TO RETRIEVE PIN NUMBERS. NOTE THAT WEB EDIT ACCESS WILL USERS THE ABILITY TO ADD OR REMOVE MEMBERS ONLINE; AND THE ABILITY TO RENEW ONLINE THE CONTRACTORSREGISTRATION ONLINE.</p>		
COMPANY NAME	Contractor Number: _____	
RESPONSIBLE CONTRACTOR'S NAME	PIN	RESPONSIBLE CONTRACTOR AUTOMATICALLY GRANTED WEB EDIT ACCESS. SELECT WHICH STAFF MEMBERS BELOW ARE GRANTED WEB EDIT ACCESS.
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
<p>LIST THE FOLLOWING COMPANY PERSONNEL TO BE REMOVED AS MEMBERS FROM YOUR COMPANY:</p>		
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER	



Home Repair License



- A home repair license is required when installing these systems on one- and two-family dwellings
- You can obtain this license at City Hall

Contact the Code Compliance department at 214-670-5111 for more information.



Permitting



- No work may be performed until a permit is issued
- All PV installation must have a plan review
- Be as detailed as possible on the scope



Permitting



Do not apply for a stand alone electrical permit online.

It will be cancelled and you will waste your time and money.



Permitting



PV permits may be applied for at the Jefferson location or through our online plan review system Project Dox.



In-person Permitting



- A registered building contractor may apply for a permit for PV at the 320 E Jefferson location in room 118
- You will need to bring two complete sets of plans and one set of equipment specs
- You can bring a filled out application or fill one out there.



Online Electronic Permitting



A registered building contractor may apply for a PV permit online through the Project Dox Portal

You can find information on that here:

https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/BI_EPRS.aspx



Plan Review



All information that is requested on the Photovoltaic Systems Checklist must be provided.



Building Code Plan Review



For building review approval, the plan set must include:

- ✓ Structural plans bearing an engineer's seal
- ✓ Roof plan showing location of proposed equipment



Electrical Plan Review



The electrical plan set must include:

- ✓ The proposed three-line diagram
- ✓ Site plan with equipment locations shown
- ✓ Spec sheets with listings and testing laboratory
- ✓ Conductor calculations for all conductors
 - *Those must include all correction, adjustment and duty factors*



Electrical Plan Review



Examples of approved laboratory marks:



Intertek

Intertek Testing Services
NA, Inc. (ITSNA)



Underwriters
Laboratories Inc.



SGS North America, Inc.



C US
CERTIFIED

SolarPTL, LLC



C US

TUV Rheinland of North
America, Inc.



Electrical Plan Review



The list of approved Nationally Recognized Testing Laboratories can be found here:

<https://www.osha.gov/nationally-recognized-testing-laboratory-program/current-list-of-nrtls>

You can also find this list by searching for “OSHA NRTL”



Inspections



- All work must be inspected prior to covering, this could include:
 - *Underground installations between structures*
 - *Portions of the install that would be concealed by permanent wall coverings during construction*
- If nothing is to be covered, only final inspections need be performed



Inspections



99% of all PV installations on single-family dwellings will only consist of two inspection codes:

- *Electrical Final (340)*
- *Building Final (140)*



Inspections



- Your field inspector will be listed on your permit along with phone number
- You can contact them between 8-8:30AM at their desk to obtain a time frame of their arrival



Inspections



This is an issued building permit

Note the blue line with the inspector's name and number and the inspection codes above it



City of Dallas

Contractor's Authorization

Trade Type: Building

Sustainable Development and Construction | Building Inspection Division | www.dallascityhall.com

District Office NE

Validation #: 2212121042101

Address: 18522 VISTA DEL SOL

Issue Date: 12/27/2022

Land Use Description: SINGLE FAMILY DWELLING

Work Description: INSTALL SOLAR PANELS

Authorized Date: 12/12/2022
Owner Or Tenant: Jimmy Ly
18522 Vista Del Sol
Dallas
TX
75287
(214) 727-5289
ly.jimmy@gmail.com

Applicant: Lisa Bennett
Contractor: TESLA ENERGY
Business Address: 10430 SHADY TRAIL #108,
Telephone: 518/407-9400

Fax:

Lot:	Block:	Zoning:	PDD:	SUP:
Historic Dist:	Consrv Dist:	Pro Park:	Req Park:	Park Agrmt: N
Dwig Units:	Stories:	New Area:	Lot Area:	Total Area: 629
Type Const: VB	Sprinkler:	Occ Code: R3	Occ Load:	

For inspections call 214/670-5313, 24 hours. You will need your validation number 2212121042101 and one of the inspection types from the list below.

120 Pier, Foundation, Excavation
130 Frame All

123 Floor Joists
132 Frame Other

127 Frame Walls
140 Final

Your inspector is: Tracy Jordan at (214) 670-7290



Inspections



This is an issued electrical permit that corresponds with the building permit

Note the different inspection codes and the same blue line with the electrical inspector's name and number



City of Dallas

Contractor's Authorization

Trade Type: Electrical

Sustainable Development and Construction | Building Inspection Division | www.dallascityhall.com

District Office NE

Validation #: 2212121042301
Address: 18522 VISTA DEL SOL
Issue Date: 12/27/2022
Land Use Description: SINGLE FAMILY DWELLING
Work Description: 3003-UPGRADE EXISTING ELECTRICAL SERVICE

Authorized Date: 12/27/2022
Owner Or Tenant: Jimmy Ly
18522 Vista Del Sol
Dallas
TX
75287
(214) 727-5289
ly.jimmy@gmail.com

Applicant: Lisa Bennett
Contractor: TESLA ENERGY
Business Address: 10430 SHADY TRAIL #108,
Telephone: 518/407-9400 Fax:

Lot:	Block:	Zoning:	PDD:	SUP:
Historic Dist:	Consv Dist:	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area:	Total Area: 629
Type Const: VB	Sprinkler:	Occ Code: R3	Occ Load:	

For inspections call 214/670-5313, 24 hours. You will need your validation number 2212121042301 and one of the inspection types from the list below.

305 Structural Pool Shell	310 Electrical Service	311 Landscape Lighting (Underground)
312 Pool Bonding	314 T-Pole	320 Rough below floor level
321 Rough Walls	322 Rough Ceiling	323 (UFER) Concrete Encase Electrode
330 Rough all above floor level	340 Final	

Your inspector is: Ed Semar at (214) 670-7285



Electrical Inspections



- The electrical inspections must precede all building inspections for the same phase of construction
- A qualified electrician must be on site to open any energized equipment
- City approved and stamped plans must be on site



Building Inspections



- This will be the final inspection on each phase
- You will need the city approved plans on-site
- You will also need the engineer's sealed structural drawings on site



Revoking and Expiring Permits



- If an inspection has occurred, you have 120 days to call all subsequent inspections, or the permit may be revoked
- If no inspections have occurred and no work has commenced, you have 2 years to begin from date of issuance without risk of expiration



Panel Replacements



- The Master Electrician of record can reach out to the field inspector to discuss minimal shutdown times for panel replacements
- Do not do this the day of the replacement



Note on Qualified Electrician



A qualified electrician may be one of the following:

- A licensed Master Electrician
- A licensed Journeyman Electrician
- A licensed Residential Wireman that has additional training on PV installations. This training must be approved by the AHJ

This person must be on-site for the entire install



Contact Information



You can reach me or my assistant at the following:

Trey Kneegs

214-948-4466

Albin.kneegs@dallas.gov

Mike Anguiano

214-948-4472

Mike.Anguiano@dallas.gov





Contractor Registration, Inspection and Permitting

March 27th ,2023

Albin Knepps
Chief Electrical Inspector
Sustainable Development
City of Dallas

