

City of Schertz

Planning & Community Development

Solar Permit Requirements

A building permit is required for solar panel installation. The following information was compiled to assist residents who wish to install solar panels which includes repair and warranty work.

Permit Submittal Requirements are as follows:

- Solar Permit application
- Solar panel installation diagram
- Solar warning labels
- CPS stamped approved survey plan (if in that jurisdiction)
- Commercial installation only requirement – Contract signed by both parties.

Permit Fees:

- See [Permit Fee Schedule](#)

Solar Permit Requirements:

- Plans must include the TDLR information (*for complaints*) and also the TECL information (*i.e. TECL 12345*).
- Site Layout Diagram and Single Line Electrical Diagram.
- The exterior wiring needs to be insulated (*i.e. THWN-2*) for weather protection.
- All warning labels and the rapid shutdown label must be on the application, verify codes refer to the current National Electrical Code as adopted by the State of Texas.
- Photocell layout of all the panels on the roof including the measurement of setbacks from valleys and ridges to include the number of panels to be installed on roof per the International Fire Code.
- Site Map & PV Layout plan shall be included (graphic design of existing electrical meter and where future meter, PV AC Disconnect and inverter will be located).

Inspections Required:

- Building Department Final Inspection – Electrical
To request an inspection, please visit Schertz.com and under the “How do I” tab select “Request an Inspection”. Inspection requests received by 6:00 a.m. will be inspected the same business day. Any request received after 6:00 a.m. will be performed the next business day. If you have any questions regarding these requirements, please contact the Inspections Division at 210-619-1750 during our regular business hours. Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Fire Department Final Inspection
Please contact the Fire Department at 210-619-1300 to schedule an inspection with the fire marshal. Regular business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

