



CITY OF LAREDO

PLANNING & ZONING DEPARTMENT

BUILDING DEVELOPMENT SERVICES

Solar Panel Permit Process

Objective:

While requiring a single application form under existing permitting processes represents an improvement over requiring both a building and electrical permit, it may still be more time consuming to complete, review, and approve permits via a process not specifically designed for solar. Developing a solar-specific permit (or combining building and electrical permits with revisions to collect information unique to solar energy systems) and posting application materials online can save time and money for both those completing the forms (and their customers) and the local government staff reviewing and approving these applications.

This credit is completed when the solar permit application is posted on the local government's webpage. It is recommended that the local government hyperlink to the solar PV permit application from the solar permitting checklist and the solar landing page (if applicable).

If a solar permit application is the only required permit form, then the local government also completes the PI-6 credit: Require no more than one permit application form for a small rooftop solar PV system.

Verification:

- Provide a link to the standard solar PV permit application form.

How to Use the Template

1. Copy the text on the next page below the double lines
2. Paste the text on your local government's letterhead or other branded document
3. Review the highlighted sections and update with the appropriate information
4. Review permit application form fields and update as necessary (gather and include information that aligns with local government permitting process) Must Include a copy of Site plan & The roof plan should include how many panels and the layout of the rooftop.
5. Non-Refundable Fee \$200.00 Commercial & Residential. Ordinance 2024-O-247

IMPORTANT: The template solar PV permit application uses Tables to ensure consistency and proper formatting. In some sections table borders are hidden. Contact your technical assistance provider if you need help reformatting the template.

Optional: As more solar installations are paired with energy storage; local governments should consider including fields on the permit application to gather basic information about any energy storage system included with the solar project.

Includes Energy Storage System:

Yes No

Total System Capacity Rating: _____ kWh

Power Rating: _____ kW AC or DC



CITY OF LAREDO

PLANNING & ZONING DEPARTMENT

BUILDING DEVELOPMENT SERVICES

Solar Permit Application

New Application

Revised Application

SECTION 1 – General Info

Project Address

Property Owner's Name

Phone Number

E-mail

Property Owner's Mailing Address (if different from Project Address)

SECTION 2 – Project Details

Building Type/Existing use

Single Family

Duplex

Multi-Family

Commercial/Industrial

New Construction

Other: _____

New or Existing PV System

New System

PV System Type

Roof mount

Inverter Configuration

String Inverter

Additional System

Ground mount

String Inverter w/ DC Converters

System Replacement

Building Integrated / Other

Microinverters or AC Modules

Total PV System Size

kW DC

Total Sq. Ft of PV System

Sq Ft

Project Valuation

\$

Project Description:

SECTION 3 – Contractor Information

Contractor Business Name

Contractor License Number

Business Address

Contractor Contact Name

Phone Number

E-mail

Electrician/Subcontractor Business Name

Electrician/Subcontractor License Number

Business Address

Electrician/Subcontractor Contact
Name

Phone Number

E-mail

City of Laredo - Building Development Services || 1413 Houston St., Laredo, TX 78040 | 956.794.1625 |

bldgpermits@ci.laredo.tx.us |



CITY OF LAREDO

PLANNING & ZONING DEPARTMENT

BUILDING DEVELOPMENT SERVICES

SECTION 4 – Permit Fee

Non-Refundable Fee \$200.00 Commercial & Residential. Ordinance 2024-O-247.

SECTION 5 – Important Notice

A permit must be obtained for all installations or alterations of electrical equipment BEFORE WORK STARTS. Refer to Solar Permitting Checklist for additional documents required. Failure to provide all required documents, including **(1) Site Plan, (2) Electrical Diagram, and (3) Specification Sheets and Installation Manuals** will delay permit approval. All permits expire six (6) months after date of issuance. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within twelve (12) months of a permit issue date.

Please Submit the following additional documents with the Solar PV Permit Application

- Site Plan
- Electrical Diagram
- Specification Sheets and Installation Manuals
- [Additional Document – edit or delete as necessary]

Submit Permit Application

[Describe the submission process, how should the permits be submitted? In-person, on-line <https://www.cityoflaredo.com/departments/building-development-services>, e-mail: bldgpermits@ci.laredo.tx.us , etc.]

SECTION 6 – Applicant Signature

I, the undersigned, certify that I have proper authority to apply for this permit, that the Contractor has obtained a signed contract from the Property Owner for the specified work, that all contractors have consented to being listed, and that all the information contained on this application is true and accurate to the best of my knowledge.

Name	Title
Signature	Date

For Office Use Only

Application Number:	Date Applied:
Permit Number:	Date Issued:
Issued By: _____	