



City of Bastrop, Texas

Solar Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (<https://web.mygov.us>). Red fields are required.

PROJECT NAME:

APPLICANT(S):

Process Overview:

1. Complete online application and upload required documents at <https://web.mygov.us>
2. Application review, with comments issued as needed
 - a. Applications are only accepted for review on Mondays by 4pm. Applications may be submitted any time, but review will not begin until the following Monday at 4pm.
 - i. If there are items required, we cannot accept the application for review until all items have been addressed
 - b. Applicant resubmits plans with corrections/changes based on review comments.
3. Staff Approval or Denial of plan
4. Applicant pays any/all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department
5. Permit issued through the MyGov portal
 - a. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.

General Information:

- All commercial construction plans must be from a design professional, such as an engineer or architect
- If there is a Planning Application (plat, site plan, public improvement construction plan, warrant, floodplains, Certificate of Appropriateness, zone change, conditional use permit, etc.) under review, the building permit will not be issued until the Planning Application is approved and accepted.
- All plans must meet all City of Bastrop Construction Standards, Building Codes, Fire Codes, Zoning Codes, and any other applicable codes.
- Installation must comply with all applicable federal, state, and local regulations, and must be according to manufacturer's standards.
- System designs require review and endorsement from the North American Board of Certified Energy Practitioners, PV Installation Professional, or PV Design Specialist.
- All trade permits must be accepted and paid prior to the first inspection.

Submittal Package Checklist Items

Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
	1.	Completed Permit Application, including Completed Checklist and required documentation https://web.mygov.us
	2.	Project Description letter (description of the scope of work being performed). All the material specifics and construction details need to be included in the plans.
	3.	Survey showing the existing impervious cover and the total size of the lot, including distances to property lines and between structures.
	4.	Proof of Ownership, Lease Agreement or Agent Authorization Letter signed by Property Owner and Application Agent.
	5.	Copy of Approved Certificate of Appropriateness. If not a Historic Landmark or in the Iredell Historic District, check this box: <input type="checkbox"/>
	6.	Detailed Building Plans. See Requirements below.
	7.	Proof of new solar meter installation, if served by BP&L. Contact City of Bastrop Utilities 512-332-8830. If not served by BP&L, check this box: <input type="checkbox"/>
	8.	If installation requires roof penetration, written acknowledgement by the homeowner is required.
	9.	Proposed system layout, including fire dept clearances.
	10.	Must include all electrical details.
	11.	Product specifications
	12.	All roof penetrations must be flashed and show which method of attachment is being used.
	13.	For PV system installation on flat roof structures, ground mounted, mounted in a manner that is not in alignment with the contour of the roof or if the module(s) extend beyond the roof plane, an engineer stamped drawing is required to be provided.
	14.	Clamping attachments must be rated by the manufacturer to be compatible with the roofing system.

Typical Solar Construction Inspections Process

1.	Electrical Rough
2.	Electrical Meter
3.	Re-inspections (if applicable)
4.	Final (included exterior façade)

Digital Plan Requirements

- Building Plans and Individual Documents
 - Building Plans must be one combined PDF document
 - All other documents must be individual PDF