



Phone: 817-489-2201
Website: www.newarktexas.com

Address: 209 Hudson St.
PO Box 156
Newark, TX 76071

Solar Panel Permit Application

Building Permit Number: _____

Applicants Name: _____

Contact Number: _____ Email: _____

Home Owners Name (if different) _____ Total Valuation: _____

Project Address: _____ Zoning: _____

Number of Panels: _____ Total KW: _____

Detailed Description of Work: _____

Property Owner Information:

Owner Contact Name: _____

Address: _____

Phone Number: _____ Email: _____

General Contractor Information:

Company: _____ Contractor Name: _____

Address: _____

Phone Number: _____ Email: _____

Electrical Contractor Information:

Company: _____ Contractor Name: _____

Address: _____

Phone Number: _____ Email: _____

Application becomes null and void if all information is not provided within 30 days. If no inspection is made within 90 days of issuance the permit will expire. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

Homeowners Signature: (If not applicant) _____ Date: _____

***** Office Use Only *****

Total Fees: _____ Payment Date: _____ Payment Type: _____ Receipt # _____ By: _____

Date Sent to PR: _____ Received from PR: _____ BV Project #: _____

Approved By: _____ Permit Issued on: _____

Rules and Regulations Checklist:

1. _____ Completed Application
2. _____ Set of Plans –
 1. Site plan (to scale) showing location of major components on the property
 2. Electrical line diagram of the electrical equipment (including make, model and size of units) prepared by a Texas Licensed Professional Engineer of the PV array configuration showing: wiring system, overcurrent protection, grounding, inverter, disconnects, required signs, AC connection to building, and size and location of electrical panel
 3. Spec sheets, listings and manufacturer’s installation instructions for each manufactured component, including (but not limited to): PV modules, inverters, combiner boxes, disconnects, and mounting systems
 4. A roof plan, side elevations of collectors, and mounting details.
 5. Weight of the arrays (pounds per square foot-including mounting hardware)
 6. Describe and show the roof structural elements, including
 - a. Rafter size, span, and spacing
 - b. Roof sheathing
 7. Roofing type (e.g. comp shingle, shake, light-weight tile, etc.) and pitch - Details of PV panel mounting hardware attachment to the roof framing members
 8. Site plan with placement on property/home, plans to show disconnects and connections
3. _____ Engineer’s letter stating the roof will support the panels.
4. _____ Contractor Registration with the City
5. _____ Permit and Inspection Fees Paid.

24-hour notice is required to set up inspection’s appointments. Contact Newark City Hall at 817.489.2201.