

Permit # _____
(Assigned by City of Abilene)



APPLICATION FOR SOLAR PERMIT

All permits are subject to a 3-7-business day review period. Work shall not commence until an approved permit has been issued.
Permits will not be approved if any code violations are present on the property.

District Type: (Check all that apply)				
Residential	Commercial	Industrial	Historic District	Floodplain

Project Site Address: _____

Property Owner: _____

Property Owner Phone/E-mail: _____

Electrical Contractor (must be licensed in the City of Abilene): _____

GROUND-MOUNTED INSTALLATION
(solar panels installed directly on the ground or on a ground-based frame)

DOCUMENTATION REQUIREMENTS

► **1-800-DIG-SAFE has been contacted?** YES NO

► **Site Plan: A scaled drawing showing:**

- Property lines and location of the main structure(s)
- Proposed location of solar panels
- Distance from property lines and adjacent structures for ground installations

► **Electrical Plans – a detailed plan, including:**

- Connection diagram of the solar system to the existing electrical system
- System Voltage, amperage, and grounding details
- Equipment specifications for inverters, batteries (if applicable), and disconnect switches
- Manufacturer Specifications – All major components, including panels, inverters, and mounting systems.

► **Utility Approval Documentation**

- Proof of utility company approval for grid-connected systems.

► **Permit Fee: \$25.00**

Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee.

All payments are non-refundable.

ROOFTOP INSTALLATION
(solar panels mounted on the roof of an existing structure)

DOCUMENTATION REQUIREMENTS:

► **Site Plan: Show the roof layout, including:**

- Solar panel placement and dimensions
- Any existing rooftop structures or obstacles (vents, skylights, etc.)

► **Structural Evaluation:**

- Submit proof that the roof can support the system's weight and withstand wind loads, signed by a licensed engineer.

► **Electrical Plans – a detailed plan, including:**

- Connection diagram of the solar system to the existing electrical system
- System Voltage, amperage, and grounding details
- Equipment specifications for inverters, batteries (if applicable), and disconnect switches
- Manufacturer Specifications – All major components, including panels, inverters, and mounting systems.

► **Utility Approval Documentation**

- Proof of utility company approval for grid-connected systems.

► **Value of Work: \$_____ The Permit fee is \$25 for the first \$1,000 and \$3.50 for each additional \$1,000.**

Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee. All payments are non-refundable.

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes relating to building construction. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

I acknowledge receipt of the 'Required Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: _____

Signature: _____ Date: _____

Builder/Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Required Inspections

(As Applicable to Your Project)
Solar Permits

Existing Electrical Service Standards:

Compliance with current city code and Evergy's standards is required for all existing electrical service. If the existing service does not meet these requirements, it must be upgraded as part of the solar installation process.

Inspection Sequence:

Each inspection must be completed and approved before moving on to the next phase of the installation. Failure to do so may result in delays or additional inspections.

Scheduling Inspections:

Please contact us with at least 48 hour notice to schedule inspections.

Historic District Review Requirement:

If the property is located in the historic district, all projects must undergo review by the Heritage Commission. Many minor projects may qualify for Heritage Commission Administrative Review and can be approved quickly. However, larger projects or those involving significant material changes require approval from the full Heritage Commission board. Permits for properties in the historic district will not be issued until receiving either Heritage Commission Administrative approval or full board approval, as applicable.

GROUND-MOUNTED INSTALLATION

This outlines the requirements for scheduling inspections for a ground-mounted solar installation. Ground-mounted systems require specific considerations for site planning, electrical connections, and foundation stability. Following these guidelines will help ensure your installation is safe, compliant, and meets local regulations.

Footing Inspection:

- **When:** Schedule this inspection before pouring concrete or securing the frame to the ground.
- **Includes:** Confirmation of proper installation.

Electrical Inspection:

- **When:** Before final connections to the main building panel.
- **Includes:** Verification of grounding, connections, and system compliance with electrical codes.

Final Inspection:

- **When:** Upon completion of the installation.
- **Includes:** Verification of correct installation, system operation, and adherence to all relevant codes.

ROOFTOP INSTALLATION

This outlines the requirements for scheduling inspections for a rooftop solar installation. Rooftop systems must meet structural and electrical safety standards to ensure the roof can support the system and that connections are code-compliant. Following these guidelines will help ensure your installation is safe, compliant, and meets local regulations.

Structural Attachment Inspection:

- **When:** Schedule this inspection before finalizing electrical connections.
- **Includes:** Confirms secure attachment of the system to the roof structure, especially wind and snow load requirements.

Electrical Inspection:

- **When:** Before final connections to the main building panel.
- **Includes:** Verification of grounding, connections, and system compliance with electrical codes.

Final Inspection:

- **When:** Upon completion of the installation.
- **Includes:** Verification of correct installation, system operation, and adherence to all relevant codes.

Please consult the Community Development Department for any questions or special circumstances related to your project. City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541