

1. [Register for SolarAPP+](#) – An approved Solar company registered with the state of Texas must create a SolarAPP+ account with the National Renewable Energy Laboratory (NREL).

Reference: [SolarAPP+ \(nrel.gov\)](#) (Note all questions on Solar APP+ web applications are to be referred to SolarAPP+)

2. [Registered installer company will sign in to SolarAPP+](#) – To begin the process for obtaining approved plans, documents, and checklist, the solar company will complete the Solar APP+ application process. Once a project gets approved, SolarAPP will generate an Approval ID number ([SA2022-XXX-XXX-X1A](#)) along with two (2) approval documents for applicants to upload on City of Houston iPermits Portal with the following nomenclature:

1. SA2022-XXX-XXX-X1A (Approval ID Number, last letter denotes version)
2. SAXXXX-XXXX-X-X-XXX-A (Approved Installation/Plans Document)
3. SAXXXX-XXXX-X-X-XXX-A (Approved Checklist)

Applicants will need all these documents and information to continue the permitting process through City of Houston iPermits Portal on **step 4**.

3. The Texas registered Solar company needs to also register with the Building Code Enforcement's (BCE) Electrical Inspections section:
 - a. Applicants need to present their Electrical State License Registration to the City of Houston.
 - i. See ([Form CE-1189](#))
 - b. Create an *iPermits Portal* user profile.
 - c. Contact Electrical Inspections (hpcelectricalsection@houstontx.gov) to receive a City of Houston Solar APP+ registration number.
 - d. The Solar APP+ is currently **only** for **Residential** projects.
4. Applicants will create a project on iPermits Portal for the Solar APP+ project to receive structure and electrical inspections.

iPermits Portal: https://www.pdinet.pd.houstontx.gov/ilms_online_permits/default.asp

Applicants will need to upload the following documents to the iPermits Portal document page, these documents can be viewed on the ILMS client 550 screen (viewing limited to Internal Use Only):

1. A Declaration of Support for individual or business entity, 550 screen label: *Declaration of Support*
 2. SA2022-XXXX-XXX-X1A (Approval Document) 550 screen label: *SolarAPP+ Field Inspection Checklist*
 3. SAXXXX-XXXX-X-X-XXX (Approval Uploads) 550 screen label: *SolarAPP+ Pre-authorization*
5. Once a project number is generated in step 4, the electrical contractor will need to upload the **One-line Diagram** and pay for the **SU** permits (Solar Panel permit) and then call for the electrical inspection.
 6. The licensed Solar Installation Company or Electrical Contractor shall schedule an inspection at the time of the completion of the work. The licensed electrical contractor must be present on-site with one of the solar panels, the project drawings, and all relevant documentation available for the inspector. The

Inspector will verify “Approval Plan/Installation Documents”, “Approval Checklist” and “One-line diagram” and will verify the installation matches the approved documents.

7. For structural inspections, the Contractor must contact an approved Third-party Special Inspector. The Special Inspector will provide a special inspection letter certifying that the completed installation conforms to the city approved design.
 - a. The special inspection letter may be submitted to the field inspector during the final field inspection or to the Structural Inspections Department at 1002 Washington Avenue 4th Floor, Houston, TX 77002. It can also be submitted via email to structural.inspections@houstontx.gov.

Helpful Contact Information

Structural Inspections	(832) 394-8840	structural.inspections@houstontx.gov
Electrical Inspections	(832) 394-8860	hpcelectricalsection@houstontx.gov

General FAQ

[What is SolarAPP+? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

[What projects qualify to be submitted in SolarAPP+? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

[How is compliance checked by the portal during the permitting process? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

[How is compliance checked by the portal during the permitting process? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

FAQ For Solar Installers

[How do I submit a project through SolarAPP+? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

What types of systems are not eligible for SolarAPP+ review?

*To see which systems are eligible, please refer to the **Eligibility Checklists***

[Is there a limit on system size SolarAPP+ can review? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

[How do I make changes to approved plans? - SolarAPP+ Knowledge Base \(solar-app.org\)](#)

Reference production project numbers: (22094656/6003-24062943)

https://www.pdinet.pd.houstontx.gov/llms_Client/project-find

ILMS | 110 Project Find | Address Search | Additional Functions | Pending Inspections | C/O List | Recent Project Selection | 22094656 | Lookup Project

Situs: 911 WASHINGTON AVE # SOAPP | Project: 22094656 | Apply Permit Use: ONE-STOP SOLAR PANEL, SINGLE FAMILY RESIDENTIAL
INACTIVE

(110) Projects located at this situs

Project No.	Org. Group	Project Status	Appln. Date	Description Use
22094656	B	INACTIVE	09/20/2022	ONE-STOP SOLAR PANEL, SINGLE FAMILY RESIDENTIAL
22096003	B	ACTIVE	09/24/2022	ONE-STOP SOLAR PANEL, SINGLE FAMILY RESIDENTIAL

https://www.pdinet.pd.houstontx.gov/llms_Client/document-management/std550-correspondence1

ILMS | 110 Project Find | Address Search | Additional Functions | Pending Inspections | C/O List | Recent Project Selection | 22094656 | Lookup Project

Situs: 911 WASHINGTON AVE # SOAPP | Project: 22094656 | Apply Permit Use: ONE-STOP SOLAR PANEL, SINGLE FAMILY RESIDENTIAL
INACTIVE

(550) Correspondence Maintenance

911 WASHINGTON AVE # SOAPP

Property Address

No. Fraction Dir. Street Name Type Unit Id Unit# Zip Code Zip Plus

Select via project Number

Entry 55	Document No	Document Date	Description	File Reference	Project No
0001	02024064	09/20/2022	Declaration of Support	dr_declaration_by_individual -solar app.pdf	22094656
0002	02024065	09/20/2022	SolarApp+ Pre-authorization	test 1.pdf	22094656
0003	02024066	09/20/2022	SolarApp+ Field Inspection Checklist	Test 23.pdf	22094656
0004	02024071	09/20/2022		test 1.pdf	22094656
0005	02027850	09/24/2022	SolarApp+ Field Inspection Checklist	approval-document-SA-DEMO20220720-5-7-	22096003
0006	02027851	09/24/2022	SolarApp+ Pre-authorization	approval-uploads-SA-DEMO20220720-5-7-	22096003
0007	02027852	09/24/2022	Declaration of Support	Declaration Individual 90232022 - Solar APP	22096003
0008	02027853	09/24/2022		One line diagram-1.pdf	22096003

Solar APP+ is currently **only** for **residential** projects

The screenshot shows the iPermits web application interface. At the top, there is a navigation bar with the iPermits logo and three menu items: Contractor Menu, Maps, and User Profile. Below the navigation bar, the main content area is titled "Building Applications". A message states "Click the button to Toggle the dropdown menus." Below this message are three buttons: "Commercial Applications", "Residential Applications", and "Windstorm/Flood Damage Applications". The "Residential Applications" button is highlighted, and a dropdown menu is open, listing the following application types: "New Single Family Homes or New Duplex Homes", "Residential Addition/Remodel/Other Building Permit Application", "Minor Residential Repairs per Spec List", "Piers & Bulkheads", "Fire Alarm", "Sprinkler", "New Residential Model Home Repeat", "Plan Revision Application for an Existing ILMS Project", "Deferred Submittal Application for an Existing ILMS Project", and "Complete Building Demolition". At the bottom of the dropdown menu, there is a button for "Housing and Community Development Applications".

Application list

One-Stop Residential Building Permit Application - Page 1 of 2

Instructions

Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn (deed restriction) Declaration must also be submitted as part of the Building Permit Application package. Applications without the declaration will not be processed.

For Address Assistance, please contact the [Addressing Team](#) or phone 832-394-8899.
For General Inquiries, please contact [Commercial Plan Review](#) or phone 832-394-8810.

Please read the following information before proceeding

- Fields marked with "*" are required.
- All Building permit applications must be submitted for electronic plan review.
- Submittal of false information will result in invalidation of the application.

Declaration in Support of Application for City of Houston Building Permit

Please note: Effective April 5, 2021, Building Code Enforcement will require a deed restriction declaration form according to Section 10-3 of the Houston Code of Ordinances.

A declaration form is required for all building permit applications except for the:

- Complete demolition of a building
- Repair of a building if the materials and method used for repair are substantially the same materials and methods used for construction
- Interior remodeling of a building that does not change the building's use and occupancy classification

In addition, the process for submitting the declaration form has been updated:

- The form must be signed by the property owner
- The form will be validated against HCAD records during pre-screen review. If ownership does not match HCAD, applicants should upload proof of ownership with the signed declaration form.

Application

Owner, Tenant, or Business Name

Entity Name Type: Individual Corporation or Firm

Corporation or Firm Name

UAT for Solar APP+

Project Address

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
4103	1/2		BUCK	STREET			Solar
City			Zip Code *	Zip Plus	County *	Key Map *	# of Stories *
			77020	0000	HARRIS		

Application

Owner, Tenant, or Business Name

Entity Name Type: Individual Corporation or Firm

Corporation or Firm Name

UAT for Solar APP+

Project Address

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
4103	1/2		BUCK	STREET			Solar
City	Zip Code *	Zip Plus	County *	Key Map *	# of Stories *		
	77020	0000	HARRIS				

Complete the following fields for new construction only.

Subdivision*	Block/Lot*	Tract*
UAT Test for Solar APP+	6.35	Presentation

Project Information

Describe the proposed development *

UAT for Solar APP+ July 2024

Is this building application for a new building?

Yes No

Structure Type & Project Scope*

Structure Type*

Single-Family Residence

Project Scope*

Solar Panel Installation

Is the project a qualifying SolarApp+ installation on an existing structure?

Please indicate (Yes or No)

SolarApp+ project no	Number of Panes	Total KiloWatts
SA-DEMO020220720-5-7-594-A	12	16

NOTICE: The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Houston Construction Code, any other ordinance of the jurisdiction, or a violation of any local deed restrictions. Permits presuming to give authority to violate or cancel the provisions of this code, other ordinances of the jurisdiction, or deed restrictions shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. All permitted construction is subject to field inspections and correction. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction. A permit shall be valid only for work performed under the permit holder on the application. A new permit must be obtained if the permit holder is no longer responsible for the work performed. In the case of the death of the original permit holder, the permit will be transferred to the new permit holder at no fee except for the administrative fee established in the city fee schedule. Applicants who fail to permit any applicable work within the time frames established by the Houston Construction Code shall be subject to full permit fees in the amount stated in the city fee schedule for all permitted uninspected construction.

One-Stop Residential Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "*" are required.
- Submittal of false information will result in invalidation of the application.

Application

Application Number: 00330416 Date: 07/01/2024
Project Address: 4103 1/2 BUCK ST # SOLAR
Project Scope: Solar Panel, Single Family Residential
Present Occupancy: R-3 Residential, Single Family Residence or Duplex
Proposed Occupancy: No change in occupancy
Construction Type: Material Type V
Fire Rating: B Fire Rating
Describe the proposed development *: UAT FOR SOLAR APP+ JULY 2024

MDI Project: Yes No
MDI Registration No:
Certificate Requested: C/C None
Green Building Type: No Leed GBI GHBA

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

Enter the required Square footage Values

New or Added: N/A (Sq.Ft.)
Remodeled or Altered: 1800 (Sq.Ft.)
Total Work Area: 1800 (Sq.Ft.)

! The property address specified above does not exist in the iPermits address database. You must either revise the address to match and an existing address or request that the address be added to the iPermits database by pressing the 'Request Assistance' button at the bottom of this page. Once submitted for review, an iPermits Customer Support representative will be assigned to research the addressing issue. Once resolved you will be allowed to submit the application.

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

Enter the required Square footage Values

New or Added: (Sq.Ft.)
 Remodeled or Altered: (Sq.Ft.)
 Total Work Area: (Sq.Ft.)



The property address specified above does not exist in the iPermits address database. You must either revise the address to match and an existing address or request that the address be added to the iPermits database by pressing the 'Request Assistance' button at the bottom of this page. Once submitted for review, an iPermits Customer Support representative will be assigned to research the addressing issue. Once resolved you will be allowed to submit the application.

Project Manager Name & Address Information

Last/First/Middle

Enter or Copy One of the Following to the Project Manager Information. Applicant Owner

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Address

Street #: Fraction: Pre-Dir: Street Name: Type: Space:
 City: State: Zip Code: Zip Plus: Phone*:
 Phone: Contact: Email *:

General Contractor Name & Address Information

Last/First/Middle

Enter or Copy One of the Following to the General Contractor Information. Applicant Owner Project Manager

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Address

Street #: Fraction: Pre-Dir: Street Name: Type: Space:
 City: State: Zip Code: Zip Plus: Phone:
 Phone: Contact: Email:

Save and Continue



iPermits 

Contractor Menu

Maps 

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Logout 

Project Information

Application No: 00330416

SolarAPP+ application Required documents



[Click here to Access the SolarAPP+ website](#)

Required Attachments Include (Note: the following required documents must be upload as individual files)

- Declaration of support
- SolarAPP+ Approved Inspection Checklist
- SolarAPP+ Approved Uploads (Manufacturer Specification Documents)

Declaration of support

Select the appropriate declaration button based on Property Ownership of your application, complete the document, and upload it to this page

Individual Owned Declaration of support

Business Entity Owned Declaration of support

When preparing the declaration of support document please ensure that you include Application No: 00330416

Select files...

✓ Done



Solar APP Declaration SA20240701-7-1-J.pdf
File successfully uploaded.

SolarAPP+ Approved Inspection Checklist

To clarify please upload the 'Approved Inspection checklist' file that you received as part of the SolarAPP+ approval process.

Select files...

✓ Done



UAT ILMS - PaymentUS Production Test.pdf
File successfully uploaded.

SolarAPP+ Approved Uploads

To clarify please upload the 'Approved Uploads'(aka Manufacturer Specification documents) file that you received as part of the SolarAPP+ approval process.

Select files...

✓ Done



23110779 - CO Prototype.pdf
File successfully uploaded.

Last/First/Middle

Enter or Copy One of the Following to the Project Manager Information. Applicant Owner
Entity Name Type: Individual Corporation or Firm

Last: ILMS-SOLARAPP First: SOLAR APP+ Middle: PRESENTATION

Address

Street #: 1002 Fraction: [v] Pre-Dir: [v] Street Name: WASHINGTON Type: STREET Space: 201
City: HOUSTON State: TX Zip Code: 77002 Zip Plus: 0000 Phone*: (832) 394-9011
Phone: [] Contact: [] Email *: ken.porter@houstontx.gov

General Contractor Name & Address Information

Last/First/Middle

Enter or Copy One of the Following to the General Contractor Information. Applicant Owner Project Manager
Entity Name Type: Individual Corporation or Firm

Last: ILMS-SOLARAPP First: SOLAR APP+ Middle: PRESENTATION

Address

Street #: 1002 Fraction: [v] Pre-Dir: [v] Street Name: WASHINGTON Type: STREET Space: 201
City: HOUSTON State: TX Zip Code: 77002 Zip Plus: 0000 Phone: (832) 394-9011
Phone: [] Contact: [] Email: ken.porter@houstontx.gov

Save and Continue

Application Fee Summary

Based on the stated 1,800 square feet of remodel construction for the Solar panel installation or maintenance Single Family Residential

The calculated building permit fee is	222.82
The administrative fee is	32.16
The calculated total fee is	254.98
The Plan Review fee is based on 25% of the building permit fee	55.71
The total amount due is (Plan Review Fee + Administrative Fee)	87.87

Is the proposed construction related to a Houston Airport System, or Metro development contract?

If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred. Please Note: Selecting the deposit deferral option will place the application on hold until reviewed by Building Code Enforcement.

Request Address Validation Assistance

Application Fee Summary

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Your address request has been **Successfully** received and is being processed. Please allow 24 to 48 hours in which you will receive a response email.

If you would like to correct or cancel your request, click the **Cancel the application validation request** button shown which follows.

Correct/Cancel this request

BCE - Project Application Review

[Begin a new application](#)

This page allows you to view Electronic Plan Review applications that are attached to your user profile.

Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

Include Inactive Projects Include Finaled Projects Include Voided [Refresh List](#)

This following application list was created 7/1/24, 12:52:06 PM and is 9 minute(s) old. Click the 'refresh list' button to recreate the list when needed.

Existing Applications							
Application No	Application Date	Application Type	Owner Name	Street Address	Sub Projects	Project No	Shopping
00330416	07/01/2024	One-Stop Residential	UAT FOR SOLAR APP+	4103 1/2 BUCK ST # SOLAR <i>Application Address review is required</i>			
00322874	05/14/2024	Commercial	UAT FOR ILMS/IPERMITS SERVER MAINTENANCE	911 WASHINGTON AVE # 6.35 <i>Application is pending submission</i>			
00322866	05/14/2024	One-Stop Residential	UAT FOR ILMS/IPERMITS SERVER MAINTENANCE	911 WASHINGTON AVE # 6.34		24045084	
00313215	03/17/2024	One-Stop Residential	UAT FOR ILMS/IPERMITS SERVER MAINTENANCE	911 WASHINGTON AVE # 6.34F		24025032	

iPermits

Contractor Menu
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Enter or Copy One of the Following to the Project Manager Information. Applicant Owner

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Address

Street #: Fraction: Pre-Dir: Street Name: Type: Space:

City: State: Zip Code: Zip Plus: Phone*:

Phone: Contact: Email *:

General Contractor Name & Address Information

Last/First/Middle

Enter or Copy One of the Following to the General Contractor Information. Applicant Owner Project Manager

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Address

Street #: Fraction: Pre-Dir: Street Name: Type: Space:

City: State: Zip Code: Zip Plus: Phone:

Phone: Contact: Email:

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Transfer to the pending sales order

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Shopping Cart No:
03520495
Created:
07/02/2024

Create a New ILMS Shopping Cart

Return to Shopping Cart List Maintenance

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Select Sales Orders for Payment

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
03853573	Building Permit	02-JUL-2024	No Holds	4103 1/2 BUCK ST # SOLAR		\$254.98	<input checked="" type="checkbox"/>

Shopping Cart Amount Due: \$254.98

- Recalculate
- View the payment transmittal
- Charge This to My APA Account
- Make Online Payment via Credit Card or Electronic Check

Solar APP+ project number 24062943

https://www.pdinet.pd.houstontx.gov/iPermits/sc-select

iPermits Contractor Menu Maps User Profile Logout

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Shopping Cart No: [Create a New ILMS Shopping Cart](#)

Created: [Return to Shopping Cart List Maintenance](#)

This Shopping Cart has been processed.

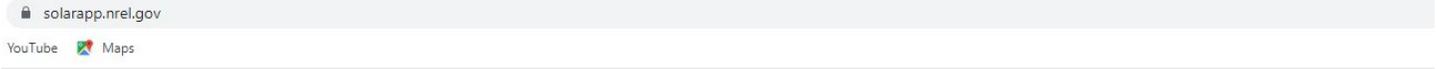
Confirmation-No: Payment Processed

Select Sales Orders for Payment

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
03853573	Building Permit	02-JUL-2024	Processed	4103 1/2 BUCK ST # SOLAR ILMS Project No : 24062943		\$254.98	<input checked="" type="checkbox"/>

Shopping Cart Amount Paid : \$254.98

<https://solarapp.nrel.gov/>



For Jurisdictions For Installers About SolarAPP+ Solar TRACE

Sign in Register

Local governments interested in piloting SolarAPP+ can win a \$15,000 prize. The deadline is November 4th. Learn more about the SolarAPP+ Prize here.
California communities already have access to the CalAPP Grant Program to offset SolarAPP+ adoption costs here.

RECORDED WEBINAR

Jennifer M. Granholm

The U.S. Department of Energy Secretary, Jennifer M. Granholm, addresses SolarAPP+ stakeholders webinar.

Watch the Recorded Webinar



Safe and affordable home solar through permitting automation

In 2021, the National Renewable Energy Laboratory launched a collaborative effort with key code officials, authorities having jurisdiction, and the solar industry to develop standardized plan review software that can run compliance checks and process building permit approvals for eligible rooftop solar systems.

- Integrates with existing government software
- Automates plan review, permit approval, and project tracking
- Standardizes up to 90% of standard system plans
- Provides inspection checklist and final sign-off after installation

Get started with SolarAPP+



