

# Required Documents Submittal Review

City of Brownsville Planning and Redevelopment Department  
1034 E. Levee St. 2<sup>nd</sup> Floor  
Brownsville, Texas 78520  
Telephone: 956.548.6150



\*While the City Plaza Building is closed to the public due to COVID-19 circumstances, please e-mail your solar panel submittals to: solarpanels@cob.us. No partial submittals will be accepted.

## A. Permits / Approvals Required:

1. [Application for Solar Energy System](#)
2. Electrical Permit
3. Utility Provider Approval

## B. Procedure:

1. Submit an application to Building Permits Division
2. If the project is in the O11 Historic Overlay District, then need to obtain a Certificate of Appropriateness from the Historic Preservation Officer.
3. Submit Net Metering / Interconnection application to Electric Utility Provider
4. Obtain preliminary permit approval from Utility Provider
5. Submit preliminary permit approval from Utility Provider to City of Brownsville Building Permits
6. Submit a complete City of Brownsville Drawing Package (Site and/or Building)
7. Obtain a City of Brownsville Building Permit
8. Construction / Installation Period
9. Notify Utility Provider when ready for inspection
10. Notify City of Brownsville Building Permits Division when ready for Final Inspection.
11. City of Brownsville will notify electric utility company when inspection is passed.
12. Contractor is required to turn in sealed as-built drawings to City of Brownsville in pdf format (CD or USB)
13. Electrical Service Provider will schedule their inspection and meter exchange.
14. Electric Service Provider will provide Permission to Operate (PTO)

## C. City of Brownsville Drawing Package

1. A hard copy drawing set (sheet size 11" x 17" or larger; all plans, dimensions and notes must be legible). A complete set consists of the required content found on page 2. Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable; All solar energy systems shall be designed by a professional engineer licensed in Texas.
2. One (1) CD or USB with electronic files (PDF format)
3. Specifications
4. Document that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

## D. Utility Company Package:

1. [AEP Package Submittal](#)
2. [BPUB \(Brownsville Public Utility Board\) Package Submittal](#)
3. [MVEC \(Magic Valley Electric\) Package Submittal](#)

## E. Inspections:

1. Approved plans and installation manual shall be at the job site at time of inspection

## F. Contact Us:

- |   |              |
|---|--------------|
| 1. For Plan Review Questions, Planning and Redevelopment – Building Permit Division | 956-548-6150 |
| 2. City of Brownsville Zoning   | 956-546-4357 |
| 3. City of Brownsville Engineering Department                                       | 956-541-1012 |
| 4. To Schedule an Inspection (Electrical and/or Structural)                         | 956-546-6150 |

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\*\*Submit a complete, assembled, legible package that is stapled.

\*\*\*No further review (site plan and/or building plan review) will take place until all documents are submitted.

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## G. Required Content:

A hard copy drawing set (sheet size 11" x 17" or larger; all plans, dimensions and notes must be legible). A complete set consists of the following required content:

1. Site Plan
  - Property lines, physical features, including roads, for the project site
  - Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures
2. Roof plan (if applicable); show roof penetrations.
3. Solar Energy System Drawings
  - Drawings showing the proposed layout of the system, panel access pathway layout, the distance between the proposed solar collector and all property lines, and the tallest finished height of the solar collector.
4. Structural plans and letter signed by a Professional Engineer:
  - Foundation plan (for ground mounted structure);
  - Details showing mounting and anchors to existing/new structure;
  - Letter stating that solar energy system meets area wind loads and that additional loads of proposed system can be supported by existing structure; make note if upgrades to structure are provided.
5. Electrical Diagrams / Electrical plans prepared by a Professional Engineer or Licensed Master Electrician; show one-line diagram, inverter size and type, grounding points, conductor size and type, disconnect size and type, conductor insulation type, battery size and type, over current protection and charge controllers.
6. Project information
  - Name, address, and contact information for proposed system installer
  - Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
  - Zoning district designation for the parcel(s) of land comprising the project site.
7. Certificate of Appropriateness from Historic Preservation Officer (if applicable, site is in the O11 Historic Overlay District)

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