



Solar Panel (PV) Permit Submittal Instructions & Checklist

The attached Pre-Submittal Checklist outlines the minimum required information and project plan details that must be submitted to the City of Kemah when applying for a permit to install a residential solar photovoltaic (PV) system.

The purpose of this checklist is to provide clear and consistent guidance, reduce the need for revisions, improve the quality of submitted applications, and streamline the review process.

Codes and Design Criteria:

The City of Kemah has adopted the following codes:

- 2021 International Residential Code (IRC)
- 2020 National Electrical Code (NEC)

All engineered plans must be designed to comply with these codes.

Required documents for permit submittal:

All documents must be submitted through the [MyGov](#) portal. A complete submittal includes:

- ✓ Solar Panel Permit (on [MyGov](#))
- ✓ Solar Panel -PV Checklist completed and signed
- ✓ Copy of the solar panel roof layout
- ✓ Copy of solar panel plans engineered for 150 MPH wind load
- ✓ Copy of the manufacturer's product specifications
- ✓ Copy of the electrical plans showing the location of the equipment on the structure and a one-line diagram of the proposed electrical work
- ✓ Copy of the design table for the PV modules, inverter, battery, controller, disconnects, etc.
- ✓ Location of the battery placement - batteries must be listed for installation in the proposed location
- ✓ HOA Approval Letter (if applicable)

Submitting your permit application:

Our permitting process is done online through your [MyGov](#) account

[How to submit a project request in MyGov](#)

Contractor Requirements:

- Contractors must be registered with the City of Kemah
- Electricians must hold a valid Master State Electrician License
- Registration is required for access to [MyGov](#) and to submit project requests.

[MyGov Contractor Registration](#)

Review and Process Timeline:

The City of Kemah aims to review complete residential and commercial solar permit applications within 10 business days.

Delays may occur if:

- Applicant does not submit all required information
- Application does not provide HOA approval (if applicable)
- Building Code references are incorrect

Permit Fees:

Permit fee information is available in the City's [Fee Schedule](#) under Related Documents.

Checking Permit Status:

- Log in to your [MyGov](#) account
- Or email permits@kemahtx.gov

Scheduling Inspections:

- Schedule inspections through your [MyGov](#) account
- Next-day inspections must be requested by 4:00 PM on the prior business day

[How to request an inspection in MyGov](#)



Solar Panel – PV Checklist

Please read and complete the information below. This checklist **must** be submitted through the **MyGov portal** along with the following documents: Residential/Commercial Solar Panel Permit, Solar Panel plans, and HOA approval letter (if applicable).

Residential Application

Commercial Application

Copy of the solar panel roof layout

Copy of solar panel plans engineered for 150 MPH wind load

Copy of the manufacturer's product specifications

Copy of the electrical plans showing the location of the equipment on the structure and a one-line diagram of the proposed electrical work

Copy of the design table for the PV modules, inverter, battery, controller, disconnects, etc.

Location of the battery placement - batteries must be listed for installation in the proposed location

Signature:

Date

Email:

Phone: