



## **STANDARD OPERATING PROCEDURES**

### For Solar Panels

#### **NO EQUIPMENT MAY BE INSTALLED BELOW THE FINISHED FLOOR ELEVATION OF THE HOME.**

The City of Seabrook adheres to and enforces the 2021 International Residential Codes, 2021 International Building Codes, and the 2020 National Electrical Code. *This document is not all-inclusive.*

### **Permit**

All solar systems installed in Seabrook require a building permit and an electrical permit. Plans must be submitted digitally or in one paper copy and shall include, at a minimum, the following:

1. A survey of the property showing property boundaries, setbacks, and utility easements. Equipment may not be installed ahead of the front of the primary structure or building line. Equipment may not be installed or encroach on any utility easement.
2. Plot plan or copy of survey showing proposed location of solar panels, electrical meter, electrical service, transfer switch, and battery storage (if applicable). Required pathways and setbacks at the ridge, per section R324.6 of the 2021 IRC & section 3111 of the 2021 IBC, must be labeled and dimensioned on plans.
3. A site assessment letter provided by the engineer.
4. Complete engineering plans for the solar panels and equipment install (must meet city adopted Design Wind Speed 150 MPH Ultimate). Must be prepared and sealed by a Texas-licensed PE (include seal, signature, and Texas firm number).
5. Electrical plans including roof layout, wiring information, service diagram, calculations, and safety marking information. Must be prepared and signed by a TDRL licensed Master Electrician (include name and license number with signature), or a Texas-licensed PE (include seal, signature, and Texas firm number).
6. Manufacturer specification sheets for all equipment to be utilized.
7. An approval letter from CenterPoint must also be submitted if installing a transfer switch and battery backup (address and model-specific).

### **Electrical Reconnect Inspection**

If a battery backup and/or transfer switch is installed, then a reconnect inspection must be performed.

1. Since the transfer switch will be the main point of disconnect, the neutral and ground wires in the panel must be isolated.





2. A whole-house surge protector and 2 points of grounding at a minimum of 6' apart are required.
3. An inter-bonding terminal is required when a transfer switch is installed.

## Final Inspections

All solar systems will require a final inspection. The approved plans and technician must be on-site. The following items will be inspected, and the installation must match the plans on site:

1. Number and locations of panels and enclosures
2. Disconnects, circuits, and wire size.
3. Type and number of mounting brackets and rails per plans.
4. Safety labeling must be in place.
5. Battery enclosures installed at or above the finished floor of the existing structure.
6. System is fully functional per approved plans.

*Updated: August 2025*

