



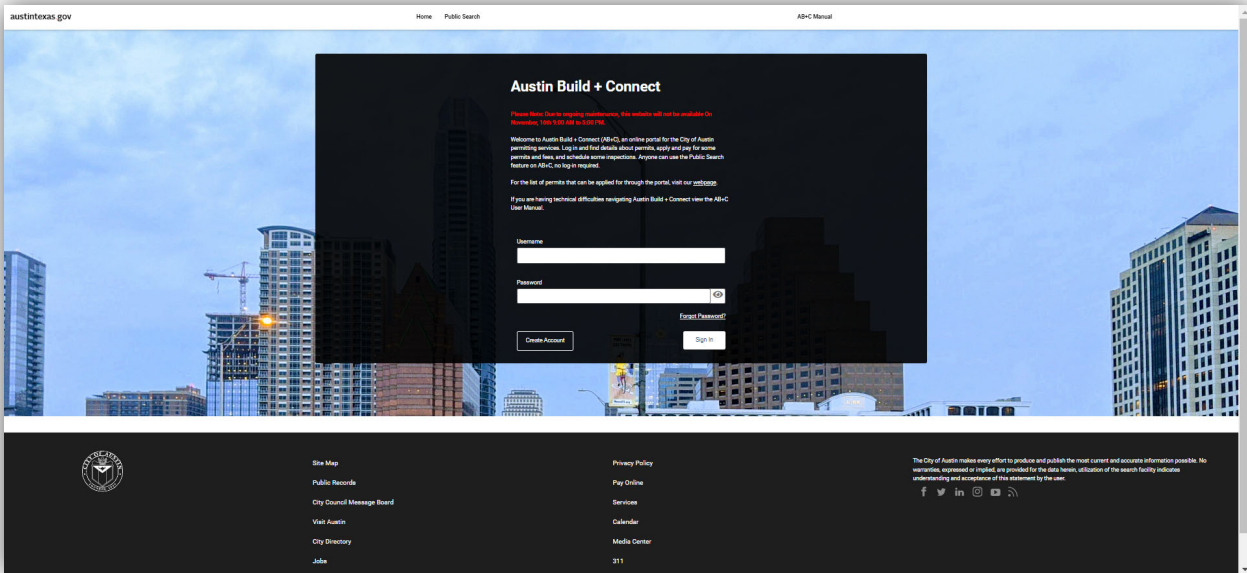
Solar Permitting Manual

Auxiliary Power Electrical Permits

Applying for Permits

ALL Solar Distributed Generation (DG) Systems, Energy Storage Systems (ESS), and/or Interconnected Spinning Generators in Austin Energy (AE) territory require an Auxiliary Power Electrical Permit (EP).

For AE Customers & Contractors, the [Austin Build + Connect \(AB+C\)](#) portal can be used to view and apply for most Auxiliary EPs.



For questions regarding AB+C account access, reach out to the Building and Trade Contractor Services (BTCS) department for assistance ([Website](#); 'Chat With Us' option in the lower right corner, available Mon-Thurs 8am-4pm). [Vendor Registration](#) with the City of Austin is required in order to submit permit applications.

The following types of projects require the usual Auxiliary Power EP, but have a separate permitting process:

- Commercial solar and/or ESS inside Austin city limits
 - [Commercial Plan Review](#) with Building Permit required
- Residential solar shingles or Ground-mounted systems
 - [Residential Plan Review](#) with Building Permit required

Auxiliary Power Electric Permit (EP) Types

- **Pre-wire ONLY Auxiliary Power EP (Residential or Commercial):** Required when adding solar-compliant wiring/raceways to a structure that will be covered by building finish. Please specify ‘AC or DC system type’ within the permit description.
- **Residential Auxiliary Power EP:** Required for any/all residential distributed generation projects interconnected to the Austin Energy grid. Pre-wire only, Solar and Batteries (can be included together), Spinning Generators, and Wind, should all be separated into their own Auxiliary Power EPs.
 1. **Ground-Mount and/or Building integrated Photovoltaic Systems (Solar-Shingles) INSIDE CITY LIMITS** ([Property Map](#)) will require CoA Residential Plan Review. This requires engineer-stamped plan sets, a corresponding Building Permit, and CoA inspection. The Auxiliary Power EP will fall under the Building Permit, allowing Austin Energy to perform the DG system inspection. **Ground-Mount and/or Building integrated Photovoltaic Systems (Solar-Shingles) WITHIN the ETJ, or OUTSIDE of Austin city limits** ([Property Map](#)) will require a Residential Auxiliary Power EP. Note: projects installed WITHIN the ETJ, or OUTSIDE of Austin city limits do not require any CoA building permits; however additional CoA Electrical permits may be required if project scope also includes service work beyond the DG system.
 2. **Non-spinning, non-grid-tied generators INSIDE CITY LIMITS** ([Property Map](#)) or WITHIN the ETJ require a Repair or Upgrade EP and are inspected by the CoA. **Non-spinning, non-grid-tied generators OUTSIDE CITY LIMITS** ([Property Map](#)), or WITHIN the ETJ do not require a CoA permit. Instead, please ensure permitting regulations in the property’s jurisdiction are followed.
- **Commercial Auxiliary Power EP:** Required for all commercial distributed generation projects interconnected to the Austin Energy grid INSIDE CITY LIMITS ([Property Map](#)), or WITHIN THE ETJ AND INSTALLING A STRUCTURAL COMPONENT (as applicable per IRC; e.g. a ground-mounted system, solar roof-shingles). It will go through Residential Plan Review, requiring engineer-stamped plan sets, a corresponding Building Permit, and CoA inspection. The Auxiliary Power EP will fall under the Building Permit, allowing Austin Energy to perform the system inspection.
- **Standalone Commercial Auxiliary Power EP:** Required for all commercial distributed generation projects interconnected to the Austin Energy grid WITHIN THE ETJ, or OUTSIDE of Austin City limits ([Property Map](#)).

Required Permitting Reviews

All permits will require some type of CoA Austin Development Services (ADS) review:

- All Residential permits and Commercial stand-alone electrical permits in the ETJ will undergo Web Application Acceptance review by the Building Trade and Contractor Services (BTCS) department to verify permit & property holder details.
- Most Commercial permits (those inside Austin city limits) will require a CoA ADS Plan Review (PR) to verify permit & property details and may undergo other types of internal CoA reviews (E.g. building/structural, zoning, fire, electrical).

Austin Energy Reviews may also be applicable prior to permit Activation:

- For all Residential DG projects, as well as Commercial DG projects at/over 500 kW-ac, an Interconnection Agreement is required, and will need to be reviewed and approved by AE staff prior to permit activation.
 - Residential Interconnection Agreement: <https://austinenergy.com/contractors/Construction-Renovation/Customer-Power-Production>
 - Commercial Interconnection Agreement (for applications ≥ 500 kW-ac) – see Appendix D of the DIG: https://austinenergy.com/-/media/Project/Websites/AustinEnergy/Contractors/AE_DG_Interconnection_Guide.pdf?rev=30b8cf6eaa6e405f8b502900c6eca544&sc_lang=en&hash=FEB5BB1C8734450D3F9DBDAFDF07904B
- Once CoA ADS review (either Web Application Acceptance review, CoA Commercial Plan Review, or CoA Residential Plan Review) is complete, Austin Energy will conduct an internal AE Review of the DG system if any of the following apply:
 - Distributed Generation Planning Application, or Transformer Capacity, Reviews apply if/when:
 - a. The proposed DG output (Solar + ESS) capacity is greater than or equal to 25 kW-ac
 - b. The proposed DG project will be interconnected to the Downtown Network ([DCM](#): page 116)
 - c. The proposed DG project is an interconnected, spinning generator.
 - Austin Energy Distributed Generation Plan Review (DGPR) applies if/when:
 - a. The proposed DG project includes an Energy Storage System (ESS)
 - b. The proposed DG project is planned for a Commercial property

If any of these Austin Energy reviews fail, the Contractor receives an email notification directly from the permitting system, along with deficiencies and/or failure comments noted within the email, and within Ab+c, on the permit workflow – details page.

If a Contractor fails the AE DG Plan Review (DGPR) more than two times, they will be charged a re-review fee for the 3rd DG Plan Review. Contractors may schedule appointments with reviewers by either reaching out to the reviewer directly, or by sending a request to the AE Solar Inspections inbox (solarinspections@austinenergy.com).

Once necessary reviews are complete, and the permit is approved:

- The permit will auto-bill fees and move into a ‘Pending’ status
- Fees can be paid (be the assigned Electrical Contractor)
- The permit then moves to an ‘Active’ status
- A pre-construction meeting may be scheduled, if required (Ex: for commercial projects), OR A pre-construction meeting may be scheduled, if desired (Ex: to discuss project design on-site with an AE DG Inspector), OR Installation may commence.

Additional permits outside of the Auxiliary Electrical Power Permit may be required for a project. Examples: An ‘Upgrade’ EP (with [ESPA form](#)) if working on the utility side of the meter, or a ‘Repair’ EP if working on the customer side of the meter.

For more information regarding permit types outside of Auxiliary Power EPs, reach out to the Building Trade and Contractor Services group (BTCS; [Website](#); ‘Chat With Us’ option in the lower-right corner; available Mon-Thurs, 8am-4pm), or consult the [AB+C Online User Guide](#).

To ensure safe interconnection, all associated permitted work must be completed (with corresponding permits in ‘Final’ status) BEFORE scheduling a Final Solar Inspection. See Austin Energy’s [Distribution Interconnection Guide](#) for more information.

Submitting an Auxiliary Power Electrical Permit (EP) Application

Begin an Auxiliary Power EP

1. Log in to [Austin Build + Connect](#) (AB+C; [AB+C Manual](#))

2. Click ‘Apply for Permits/Cases’

3. Select

Application Type: Electrical

Sub Type: Residential or Commercial

Work Type: Auxiliary Power

Click Continue

4. Select

Electrical Contractor: [Company Name]

Project Description: [Scope Details] Example, “Installing 10.32 kW-ac of solar capacity + 13.5 kWh ESS on an existing residence.” Please note the installation of batteries, solar shingles, ground-mounted systems, and/or non-spinning generators here.

Click Continue

5. **Street/Segment Number AND Street Name:** [Type Project Address]

Click Search. Address list may take a couple of minutes to populate.

Select the ‘**Street/Segment Number AND Street Name**’ from the list provided

Click Continue

6. Complete required fields

Click Submit

Required Fields

Navigate to the Permit Application Details page.

Mandatory fields are denoted by a “*Required Field” indicator.

Complete all required fields, including:

“*Electrical Meter Provider*” – Select ‘Austin Energy’

For properties within Austin city limits with other utility providers, pull a ‘Repair’ or ‘Upgrade’ EP instead.

“*Is this in ETJ?*” – Yes / No

Can be verified using [this map](#)

“*Electric Service Planning Application Req’d?*” – Select Yes / No

[ESPA](#) only required if working on the utility side of the meter

“*Interconnected Spinning Generator?*” – Yes / No

If installing a non-spinning, non-grid-tied backup generator, pull a ‘Repair’ EP instead of, an Auxiliary Power EP

“*In the Downtown Network (any size)?*” – Yes / No

Can be verified using [the DCM](#) (map on page 116)

Pre-Wire ONLY

“*Pre-Wire for Solar?*” – Yes / No

Pre-Wire refers to ONLY adding/inspecting solar-compliant wiring and raceways that will be covered later. Please specify ‘AC or DC system type’ within the permit description.

If solar or batteries are installed, select ‘No’

Distributed Generation Installation

“*Solar?*” – Yes / No

“*Wind?*” – Yes / No

If solar or batteries are being added are already existing, complete the ‘DG Capacity Information’ and ‘Inverter Output Information’ sections.

“*DG Capacity Information*”:

- Existing Solar DC Rating* is the amount of solar already on-site in kW-dc;
- Existing ESS Storage Capacity* is the amount of ESS capacity already on-site in kWh;
- Additional Solar DC Rating* is the NEW amount of solar energy being added in kW-dc;
- Additional ESS Storage Capacity* is the NEW amount of ESS capacity being added in kWh

“*Inverter Output Information*”:

- Existing Solar Inverter Capacity* is the amount of solar already on-site in kW-ac;
- Additional Solar Inverter Capacity* is the NEW amount of solar capacity being added in kW-ac;
- Existing ESS Output Capacity* is the amount of ESS already on-site in kW-ac;
- Additional ESS Real Continuous Output Power* is the NEW amount of ESS capacity being added in kW-ac;
- Total DER Inverter Capacity* is the sum of the four values above in kW-ac.

NOTE: If the project will be dc-coupled, note the ‘*Total DER Inverter Capacity*’, put half this value in the ‘*Additional Solar Inverter Capacity*’ field, and half in the ‘*Additional ESS Real Continuous Output Power*’ field.

These figures should match the attached [DGPA](#) (required), Wire Diagram (required), and Equipment Spec Sheets.

If installing ESS, the question “*ESS installed on the solar side of PV meter?*” – Yes / No, is required

Required Fields Continued

“*Main DG Disconnect*” - Select from dropdown menu

This should be the solar disconnect amperage, not the property amperage.

“*Receiving AE Incentive?*” – Yes / No

Participating contractors enter Austin Energy incentives through a separate system (EECP). If ‘Yes’, answer the question below.

‘*AE Incentive Enrollment Number*’ – This is a 7-digit number assigned to the incentive application in EECP. This field is important as it helps Austin Energy finalize applications and initiate payments.

Click Continue

Required Documents

Upload mandatory documents:

- 1) [DGPA](#) (required for all Auxiliary Power EPs),
- 2) Wire diagram/design packet for the proposed system design, and
- 3) Interconnection Agreement (now required for all Residential DG projects, as well as Commercial DG projects [at/over 500 kW-ac](#)).

Optional: Supporting documents may also be uploaded. These may include photos of existing meter/DG equipment, [Approved Meter Variance](#) form, Approved [ESPA](#), etc.

Click Continue

The screenshot shows a multi-step process. At the top, a progress bar indicates six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents (active), 5. Review, and 6. Pass & Payment. Below the progress bar, the 'Supporting Documents' section lists requirements: 'Add any attachments required for this application', 'A description is required for each upload (as a single file or a group of attached files)', 'Upload limit: 200 MB', 'You cannot change your attachments after the application has been submitted for approval', and 'Accepted attachment file types: .jpg, .png, .pdf, .docx'. The 'Upload Attachment' section includes 'Step 1: Drag and drop your files, or select a file', a file upload area, 'Step 2: Select a description for your attachment or batch of attachments', a dropdown menu, and 'Step 3: Click "Upload"'. Buttons for 'Upload', 'Skip for Later', and 'Continue' are visible at the bottom.

On the next page, review the application details, and Click ‘Submit’ to submit the permit application for review. The permit’s Assigned Contractor will be able to see the permit within the ‘My Permits/Cases’ section on the AB+C portal. From here, the Contractor can review details, pay permit fees, and schedule inspections.

Standalone Commercial Electrical Permits (Commercial DG in the ETJ)

Submission of this permit type is similar to that of a Residential Auxiliary Power EP. However, please note the following:

“Electrical Meter Provider” – Select ‘Austin Energy’

For properties with other utility providers, pull a ‘Repair’ or ‘Upgrade’ EP instead ([AE Territory Map](#)).

“Electric Service Planning Application Req’d?” – Yes / No

This question is for tracking purposes only. If an additional Repair / Upgrade EP is being pulled for service changes (and an [ESPA](#) is required), select Yes. Then add the ‘ESPA Approval Date’, ‘ESPA Information’ and remaining ‘Electrical Meter Information’ fields.

Commercial Auxiliary Power EP inside Austin City Limits

Commercial Solar and/or ESS inside Austin city limits will require [Commercial Plan Review](#). This process is managed by the Austin Development Services (ADS) Commercial Intake team. For issues or questions about this process, this team can best be reached via the ‘Chat With Us’ option on their webpage (icon in the lower right corner; available Mon-Thurs 8am-4pm).

Commercial solar projects in the ETJ do NOT require Commercial Plan Review and may not require a Building Permit (depending on the project scope).

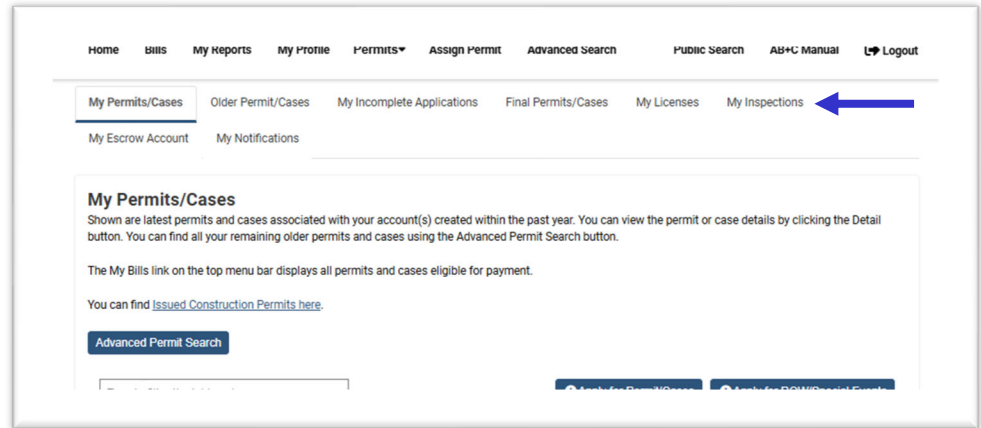
Other EP Types: Temporary/Homebuilders Loop, Repair, Upgrade, Special Inspections

These electrical permit types are included here for reference ONLY, as the scope of work and corresponding inspections are not covered by the AE Solar Inspections team and are therefore not included within this permitting manual.

For these permit types, please reach out to the BTCS team ([website](#); ‘Chat with Us’ icon in the lower-right corner, available Mon-Thurs 8am-4pm) with questions regarding permit submission and/or CoA inspections. The [AB+C Manual](#) may also be consulted regarding the application for other permit types outside of Auxiliary Power EPs.

Scheduling Inspections

When ready to request an Auxiliary Power EP inspection, log in to the [AB+C portal](#) and navigate to the 'My Inspections' tab.



The Assigned Contractor should see a webpage listing all permits with which they are associated. Solar inspections may only be requested for permits in an 'Active' status.

For the project/permit desired, select the checkbox on the left-side of its row. On the bottom of the page, click Submit.

Contractors should then see a list of possible inspections to schedule.

Please note that Pre-construction meetings are required for commercial projects, and optional for residential projects. Once a Pre-construction meeting is requested, a contractor is not able to request a Final solar inspection for that permit until the Pre-construction meeting is complete.

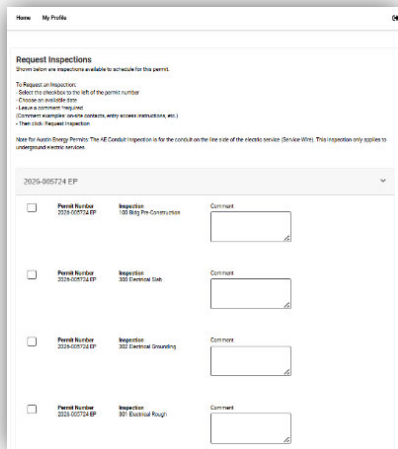
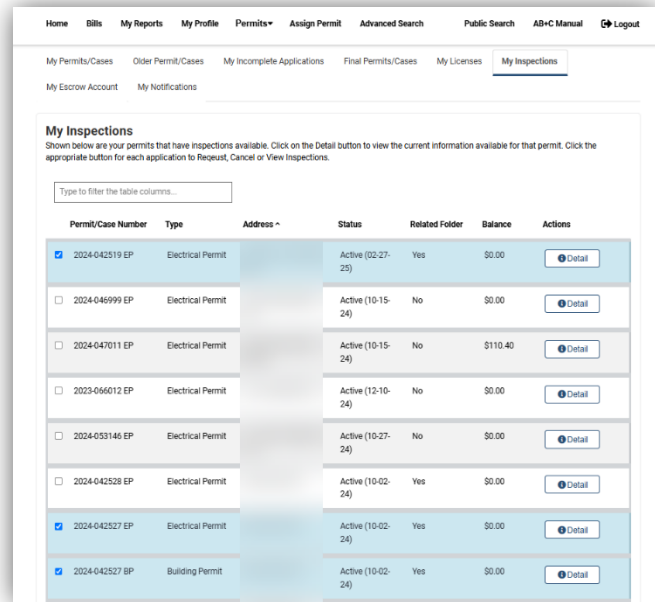
Additionally, all other related permits (e.g. Repair / Upgrade EPs) must be in a 'Final' status prior to scheduling a

Final Auxiliary Power EP inspection.

Select the checkbox corresponding to the desired inspection type, and note:

- Contractor availability
- Contact details for the day of inspection
- Notes for the Inspector (including any unique project details)

Click 'Request Inspection'



Once successfully requested, the inspection should appear in the 'Permit Workflow' tab as "Scheduled" and display the request date. **Although the page may state that the inspection is scheduled for the same day, this is FALSE. The inspection is not yet scheduled and will not be performed on the same day.**

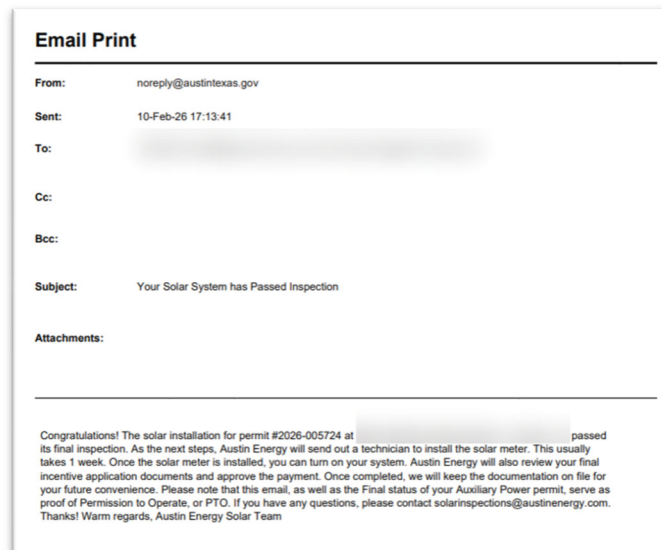
Once formally scheduled by the AE Solar Inspections team, the 'Scheduled Start Date' and 'Assigned To' fields will be updated, and the contractor will receive an email with the inspection date/time (usually within 3 business days).

Contractors and AE customers will receive notifications when:

- Inspections are requested,
- Inspections are scheduled
- Inspections pass/fail
- Solar meter review pass/fail, and
- Permission to Operate; PTO is granted (see below)

The final step of the permitting process is to ensure that the Austin Energy Distributed Metering Operations team (AE DMO) has reviewed and approved the final as-built revenue and solar meter installation. AE DMO denotes this by installing the solar meter(s) on-site and updating the solar meter details on the permit. The permit is then moved to a 'Final' status. At this point, the project is closed, and the customer has Permission to Operate (PTO). Any additional work conducted on the system, after the original permit has been moved to a 'Final' status, will require a new Auxiliary Power EP.

Example PTO Email:



Glossary

- AB+C – Austin Build + Connect (permitting portal)
- ADS – Austin Development Services (formerly Development Services Department; the department that handles permitting and upgrade/repair electrical inspections)
- AE – Austin Energy
- AEAS – Austin Energy Additional Services
- ALP – Austin Light & Power (the former name of Austin Energy; E.g. ‘ALP Meter Number’. This is the same as the Austin Energy Revenue Meter Number)
- BTCS – Building and Trade Contractor Services (part of ADS; the sub-department that handles permitting)
- CoA – City of Austin
- DCM – [Design Criteria Manual](#)
- DG – Distributed Generation
- DGPA – [Distributed Generation Planning Application](#)
- DIG – [Distribution Interconnection Guide](#)
- DMO - Distributed Metering Operations (department in charge of installing PV and Revenue meters)
- EECF – Energy Efficiency Collaboration Platform (used to enter solar incentive applications)
- EP – Electrical Permit
- ESPA – [Electric Service Planning Application](#)
- ESS – Energy Storage System (also known as Battery Storage or Battery Backup)
- MPU – Main Panel Upgrade
- PTO – Permission to Operate