

Austin Energy Solar Permitting Manual

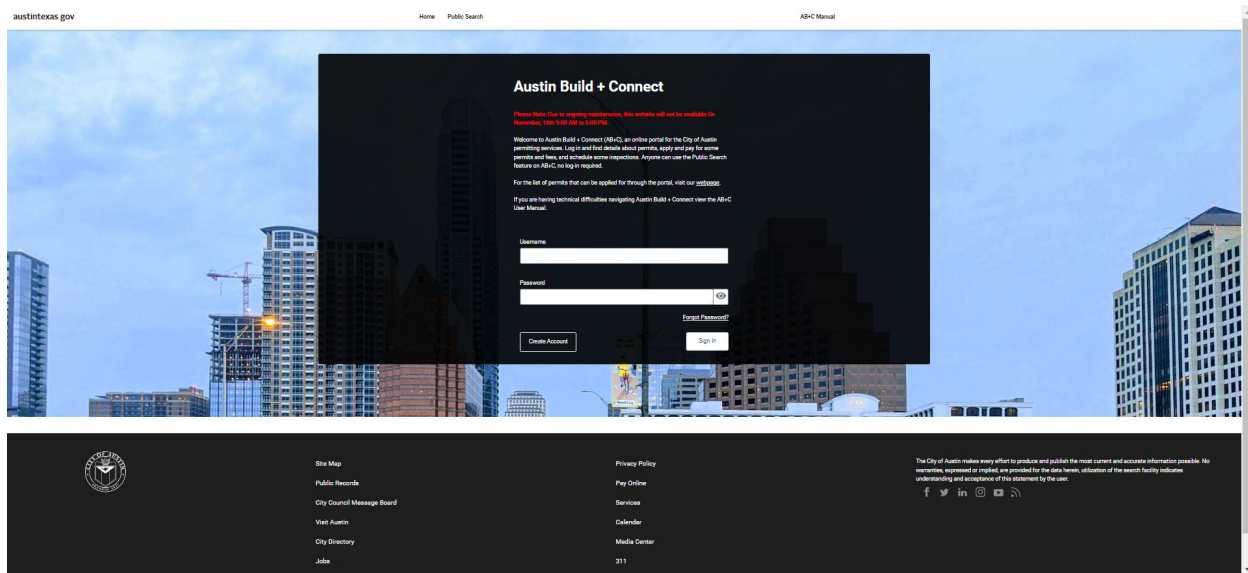
Auxiliary Power Electrical Permits

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

Applying for Permits

For AE Customers & Contractors, the Austin Build + Connect (Ab+c) portal is available to view and apply for *most* Auxiliary EPs. Log-in & apply for electrical permits online here:

<https://abc.austintexas.gov/citizenportal/app/login>.



The following types of projects have a separate permitting process, but will still require an Auxiliary Power Electrical Permit:

- Commercial Solar and/or ESS inside Austin city limits (which require Commercial Plan Review <https://www.austintexas.gov/page/commercial-plan-review>).
- Solar shingles or ground-mounts will also require a Building Permit and Residential Plan Review (<https://www.austintexas.gov/page/residential-plan-review>).

If you have questions regarding Ab+c account access, reach out to the Building and Trade Contractor Services (BTCS) department for assistance (<https://www.austintexas.gov/page/building-and-trade-contractor-services>). Keep in mind you will need to complete Vendor registration with the City of Austin to gain Electrical Contractor status in the portal before submitting electric permit applications (<https://www.austintexas.gov/services/do-business-city-vendor>).

Auxiliary Power Electric Permit Types

- **Pre-wire ONLY Auxiliary Power Permit (Residential or Commercial):** required when adding solar-compliant wiring/raceways to a structure that will be covered by building finish. Please specify within the permit description AC or DC system type.
- **Residential Auxiliary Power Permit:** required for any/all distributed generation interconnected to the Austin Energy grid (including solar, wind, battery storage, or grid-tied spinning generators); non-spinning generators require an Upgrade Electrical Permit and are inspected under a separate process as the Auxiliary Power EPs.
- **Stand-alone Commercial Auxiliary Power Permit:** for all COMMERCIAL distributed generation projects interconnected to the Austin Energy grid WITHIN THE ETJ (Extra-territorial jurisdiction), or outside of Austin City limits (ETJ Property Map: <https://maps.austintexas.gov/GIS/PropertyProfile/>), this permit is required.
- **Commercial Auxiliary Power Permit:** required for all COMMERCIAL distributed generation projects interconnected to the Austin Energy grid INSIDE CITY LIMITS (ETJ Property Map: <https://maps.austintexas.gov/GIS/PropertyProfile/>). This Aux Power EP permit generally accompanies a Plan Review (PR) process and a ‘parent’ Building Permit (BP); the Aux Power EP is the ‘child’ permit to the BP, and they all reside under the PR folder.
- **Ground-Mount and/or Building integrated Photovoltaic systems (Solar-shingles)** will have additional interconnection requirements (example: engineer-stamped plan sets and corresponding Building Permits), however they will need Auxiliary Power Electrical Permits to inspect the distributed generation and impact to the Austin Energy grid.

All permits will require some type of City of Austin (COA), Development Services Department (DSD) review: residential permits will undergo Web Application Acceptance by the Building Trade and Contractor services (BTCS) team to verify permit & property holder details, and most commercial permits will require Plan Review (PR) to verify permit & property details, and undergo other types of internal COA reviews such as building/structural, zoning, fire, to name just a few examples. Once the City of Austin, DSD review is complete, Austin Energy will also conduct an internal review IF any of the following are true for your project:

- The proposed DG Output Capacity is over 25 kW (this includes solar + battery capacity in AC).
- The proposed DG project will be interconnected to the Downtown network.
- The proposed DG project is an interconnected, spinning generator.

If no AE Review is required, then the permit will auto-bill the corresponding fees, and move into Pending status, pending the Contractor payment for the permit. Once paid, the permit moves to Active status.

Additional permits outside of the Auxiliary Electrical Permit may be required for your project. One example includes when Main Panel Upgrades (MPUs) are needed to accommodate the additional solar capacity – in which case you would be required to pull an *Upgrade Electrical Permit* in addition to the Auxiliary Electrical Permit. For more information regarding permit types outside of Auxiliary Electrical Permits, reach out to the Building Trade and Contractor services group (BTCS), or consult the DSD Online User Guide, here:

<https://abc.austintexas.gov/citizenportal/custom/AB+C%20Manual.pdf>.

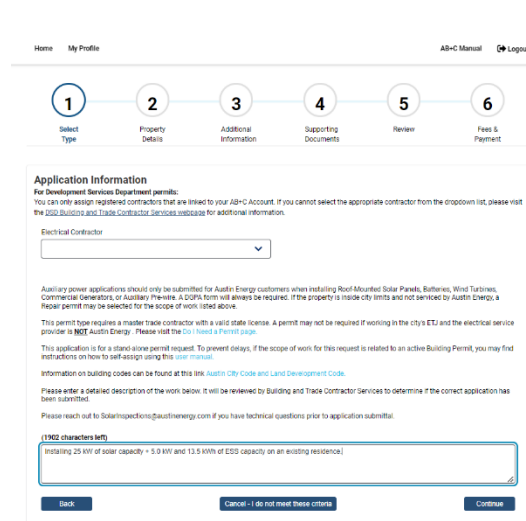
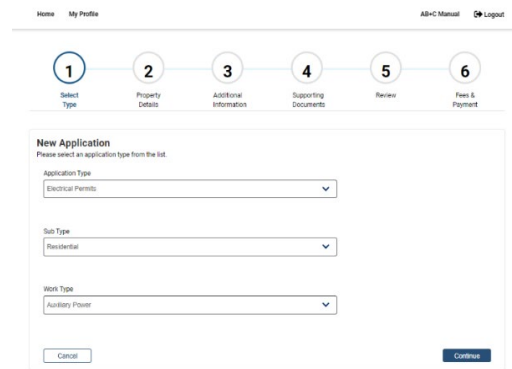
All Repair / Upgrade Electrical Permit work must be completed (in final status) prior to scheduling the Final Solar Inspection to ensure safe interconnection to the Austin Energy Grid. See the Austin Energy [Distribution Interconnection Guide](#) for more information.

Key words / acronyms:

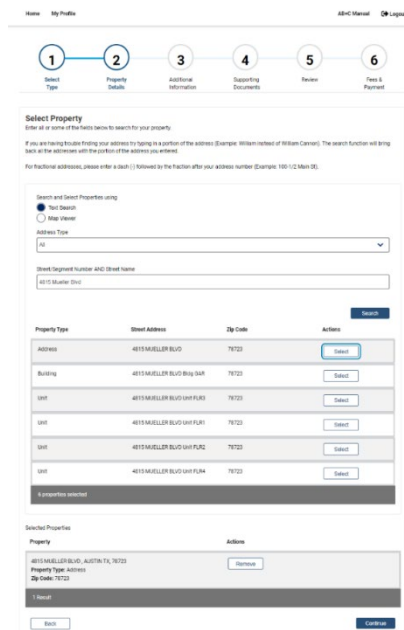
- ETJ = Extra-territorial Jurisdiction
- ALP Meter Number = Austin Light & Power Meter Number (Revenue meter #)
- ESS = Energy Storage System, also known as Battery back-up
- ESPA = Electric Service Planning Application
- DGPA = Distributed Generation Planning Application

Submitting the Auxiliary Power Electrical Permit Application

1. Log in to Ab+c.
2. Click on *Apply for Permits/Cases*.
3. From this page, choose *Electrical* from the *Application Type* dropdown; select the appropriate *Sub-type: Residential or Commercial*; select *Auxiliary Power* from the *Work Type* dropdown. Click Continue.



4. On the next page, select your company name from the *Electrical Contractor* dropdown and add specific details within the project description. For example, “Installing 10.32 kW of solar capacity + 13.5 kWh ESS on an existing residence.” If you’re installing solar shingles or a ground-



5. Type the project address within the *Street/Segment Number AND Street Name* field and click *Search*. After a moment, all

available addresses within the City of Austin territory will appear on that page. *Select* the correct address from the results, and it will appear below the search results, within the *Selected Properties* section. Click *Continue* to move forward with the permit application at that address.

6. Fill out required fields and click *Submit*. See detailed steps below for each Auxiliary electrical permit type.

Pre-wire ONLY Auxiliary Power Electrical Permits

7. After you've selected the project address, click *Continue*, and you'll navigate to the Permit Application Details page. From, there you should see all Mandatory fields indicated with a "***Required Field**" indicator. Fill out all required fields and click *Submit*.
8. The first required question will ask you whether this project "Is in the ETJ?" Please verify here, ETJ Property Map: <https://maps.austintexas.gov/GIS/PropertyProfile/>, then select Yes or No to indicate whether the project is located within the ETJ (Y) or within Austin City Limits (N).
9. Answer *No* to the question, *Electric Service Planning Application required?*
 - ❖ NOTE: This question is here for tracking purposes only. Installation of PV meter is a separate process.
10. Add *Austin Energy* as the *Electrical Meter Provider* for all Auxiliary EPs.
 - ❖ For any other Utility provider besides Austin Energy, you'll navigate to Ab+c and pull an Repair / Upgrade EP instead.
11. OPTIONAL: Add Design Project details if you've submitted your one-line for review under an AEAS permit, along with the *Work Order number*.
12. OPTIONAL: Update the *Electrical Valuation Remodel* amount.
13. Indicate Y/N if your project will include an *Interconnected Spinning Generator*.

The screenshot shows a multi-step permit application form. At the top, a progress bar indicates steps 1 through 6. The current step is 'Application Details'. The form includes sections for:

- Application Details:** Application Name, Application Number, and a 'Continue' button.
- Electric Information:** Questions about whether the project is in the ETJ, Electric Service Planning Application required, and DC Capacity Information.
- Meter Information:** Questions about the meter provider (Austin Energy), meter type, and meter location.
- Other Information:** Questions about interconnected spinning generators and electrical valuation remodel amounts.

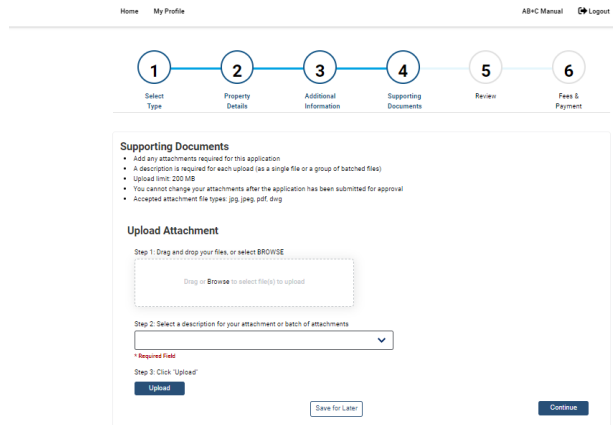
 Required fields are marked with a red asterisk. The form concludes with 'Continue' and 'Submit' buttons.

- ❖ This is NOT the same as a non-spinning, and non-grid-tied backup generator which is inspected under a Repair Electrical Permit.
14. Indicate Y/N if this project is interconnected to the *Downtown Network Vault* (Map here: https://austinenergy.com/-/media/project/websites/austinenergy/contractors/electricdistributiondesigncontactsmap.pdf?sc_lang=en&hash=9E1F49ABC6733AC6574CA8975D0C4D51).
 15. Add the Distributed Generation Type by indicating Yes to the question, *Pre-Wire for Solar?* Note that all Pre-wire Electrical Permits should be stand-alone Electrical Permits, and not include any other DG Type.
 16. If adding *solar* distributed energy, fill out the DG Capacity Information.
 - ❖ If there is no existing or proposed DG capacity on your project, leave these questions blank.
 17. Next, indicate the Type of Service as ONE of the Following: Overhead (OH), Underground (UG), or Downtown Network Vault (DT). If your project is on the Downtown network, and service is either overhead or underground, please indicate *Yes to Downtown Network*, and *No to Overhead / Underground*.
 18. Select the appropriate *AE Service Voltage* from the dropdown.
 19. Select the size of the *Main Disconnect* from the dropdown. Note: anything over 400 Amps will require a CT Meter and corresponding CT Meter inspection process (outside of this permit process).
 20. Enter the Customer Meter Information next, including the AE Customers Existing ALP Meter Number, or AE Revenue Meter #, Customer Name, Customer Email address, and indicate Y/N to whether solar shingles are included, and whether this customer is *Receiving the AE [Solar] Incentive (AE Solar Rebate)*. If the customer is applying for an AE solar rebate, indicate Yes here, and then add their rebate enrollment # in the field below it, *AE Incentive Enrollment Number*.
 - ❖ NOTE: this field is very important as it will help the Austin Energy solar team close out the Solar Rebate application in EECP, which is needed to 'Initiate Payment' and send out the rebate check / update our billing records accordingly.
 21. Next questions on the application are related to the installation of the PV Meter. In most cases, you can leave these blank – our inspectors will confirm this data, and upon final inspection, send it to the meter team to process the installation of the PV Meter. If you already have a PV meter on-site and will not need an additional PV meter, add the PV Meter Number (must be 7 digits).

22. Finally, if you do require any additional revenue meters, add those details within the remaining fields below, within the Electrical Meter Information 1 section (and beyond, through Electrical Meter Information 7).

23. Click Continue.

24. On the next page of the application, you will be asked to provide (2) Mandatory documents: 1) the DGPA, required for all Auxiliary EPs, 2) the wire diagram for your proposed design, and (2) OPTIONAL documents: 1) the interconnection agreement (as applicable to your project), and 2) a photo of the existing meter. Add the attachments and select the appropriate type from the dropdown, then click *Upload*. Once all docs have been added successfully, click *Continue*.



25. Navigate to the next page and click *Submit* to submit the permit application for review. If you're the assigned Contractor on the permit, you should see it within the My Permits/Cases section on the Ab+c portal. You can view details, pay permit fees, and schedule inspections from this screen.

Residential Auxiliary Power Electrical Permits

Follow the same process as outlined above for Pre-wire ONLY permits, however on Step 15, indicate *Yes* to *Solar* as the *Distributed Generation type*; and add *Yes* to *Energy Storage?* as applicable.

15. Add the Distributed Generation Type by indicating Y/N to one of the following: *Energy Storage? Pre-Wire for Solar? Solar? Or Wind?* Note: you can include Solar + ESS on the same permit but cannot combine any of the other DG types on the Auxiliary EP (Pre-wire, Spinning Generators, or Wind, should all be stand-alone auxiliary permits).

- ❖ If you are including ESS in your project, you'll need to answer the subsequent question, ESS Installed on solar side of PV meter?

16. If adding *solar* distributed energy, fill out the DG Capacity Information as follows: *Existing Solar DC Rating* is the amount of solar already on-site in 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 you're proposing to add in kW DC; the *Additional ESS Storage Capacity* is the NEW amount of ESS capacity you're proposing to add.

The next set of questions are roughly the same but record the amount of existing and proposed DG in kW AC. Fill in the amounts through the *Additional ESS Real Continuous Output Power*, as applicable for your project.

- ❖ If there is no existing DG capacity on your project, leave these questions blank. Keep in mind these amounts should match the Equipment Spec Sheets.

Follow the same steps 17-25 to submit the permit application for review.

Stand-alone Commercial Electrical Permits

Follow the same flow as the Residential Auxiliary Electrical Permits, however, update the following steps:

9. Answer Y/N to the question, “Electric Service Planning Application required?”

- ❖ NOTE: This question is here for tracking purposes only. If an ESPA is required for this project on the Repair / Upgrade EP, indicate Yes, the ESPA is required, and then add the ESPA Approval Date here. Add remaining ESPA Information by selecting Permanent loop or Temporary loop from the corresponding dropdown. Then indicate whether you’d like AE to reconnect an existing service or not. Installation of PV meter is a separate process.

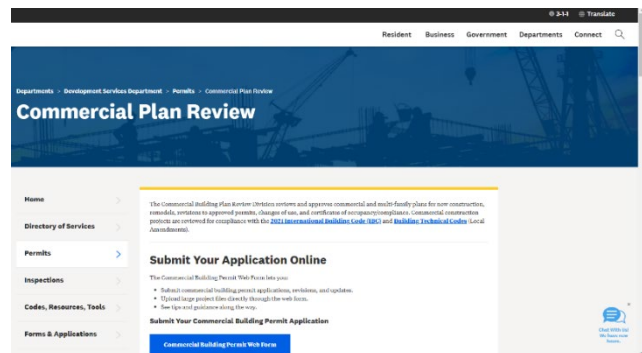
10. Add *Austin Energy* as the *Electrical Meter Provider* for all Auxiliary EPs.

- ❖ **NOTE: For any other Utility provider besides Austin Energy, you’ll navigate to Ab+c and pull an Repair / Upgrade EP instead. See AE Service Area Map, here: <https://austinenergy.com/about/company-profile/electric-system/service-area-map>.**

Follow the same steps 11-25 to submit the permit application for review.

Commercial Auxiliary Electrical Permits

Commercial Solar and/or ESS inside Austin city limits will require Commercial Plan Review,



<https://www.austintexas.gov/page/commercial-plan-review>. This process is managed by the Development Services Department (DSD) Commercial Intake team. If you run into any issues with the Commercial Plan Review process, please reach out to the DSD Commercial Intake team for assistance – you can access their chat feature from the Commercial Plan Review webpage.

Commercial solar projects in the ETJ do NOT require Commercial Plan Review, and you can apply for these Auxiliary permits on the Ab+c portal (ETJ Property Map: <https://maps.austintexas.gov/GIS/PropertyProfile/>).

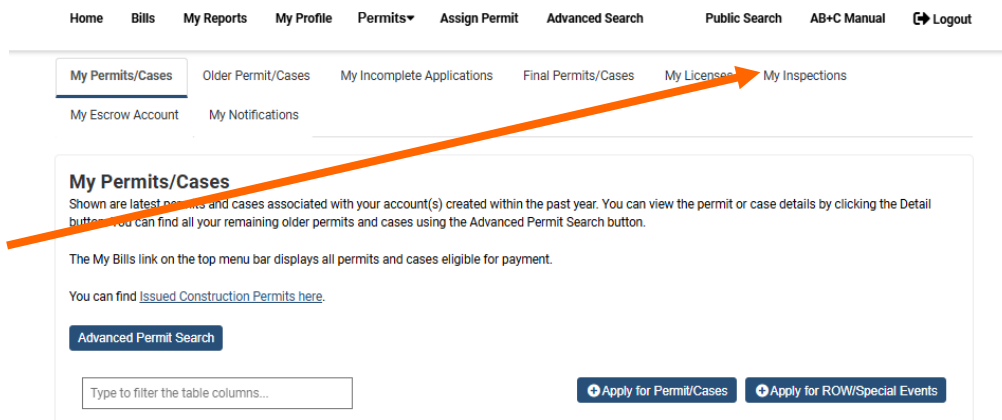
Other Electrical Permits: Temporary/Homebuilders Loop, Repair, Upgrade, Special Inspections

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, reach out to the BTCS team with questions on permit submission; and/or to COA Inspectors with questions regarding inspections. You can also consult the following DSD Online User Guide for all other permit types outside of Auxiliary Electrical Permits:

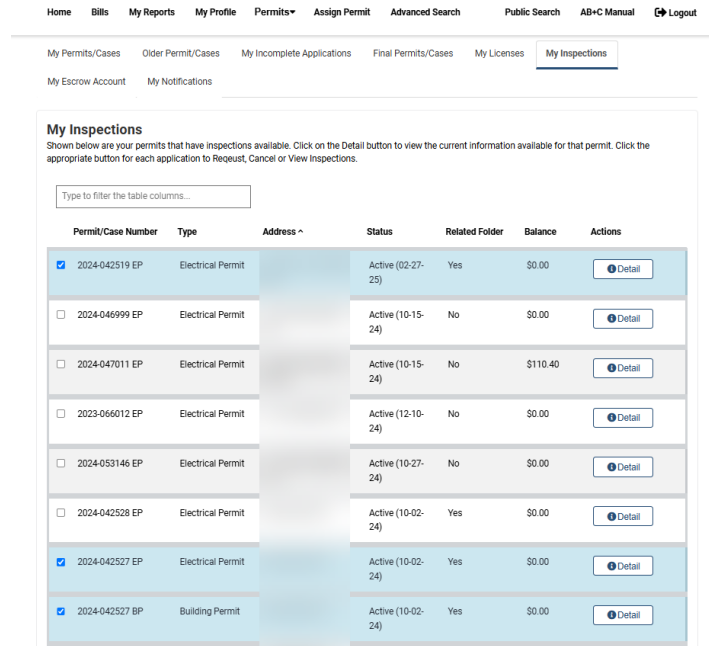
<https://abc.austintexas.gov/citizenportal/custom/AB+C%20Manual.pdf>.

Scheduling Inspections

26. When ready to request an inspection on an Auxiliary EP, log in to the Ab+c portal, and navigate to the 'My Inspections' tab.



27. From that page, you'll find any/all permits you are assigned to & are eligible for inspections (ex: if permit is still in pending status, you won't be able to request the inspection until it's made active).

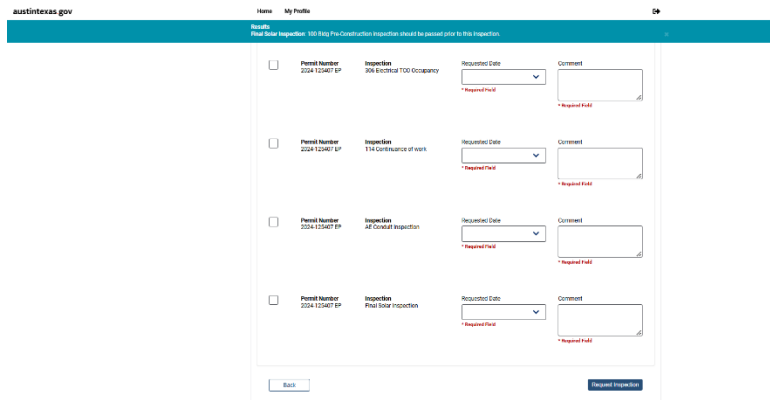


❖ NOTE: You can select any permit type from this list, however, will only be able to schedule Final Solar Inspections on Auxiliary Electrical Permits.

28. Select the checkbox to the left of the permit you want to schedule an inspection for and navigate to the bottom of the page. Click Submit.

❖ NOTE: Pre-construction meetings are optional for residential projects and required for commercial projects. In either case, once the Pre-construction meeting is requested, you will not be able to request any final solar inspection for that permit until the Pre-construction meeting is complete.

29. On the next page, you'll see the list of possible inspections to schedule: select the corresponding checkbox, then select today's date from the drop-down as the Requested Date, and then add: contact details for the day-of the inspection, notes for your Inspector, availability, project details, etc. to the Comment text box. Click Request Inspection.



30. Once you successfully request the inspection, it will appear in the Permit Workflow tab. It will automatically display "scheduled" and display the request date; however, it is NOT scheduled for the same-day. Once scheduled by the AE Solar Inspections team, the Scheduled Start Date & Assigned to fields on this page will be updated to reflect those changes, and you will receive an email with the date/time of the inspection.

❖ **NOTE: while it's still assigned to "AE Solar Inspections" the inspection is NOT scheduled.** Contractors and Customers will also receive an email with the date and time of the appointment as soon as it's scheduled by the Austin Energy Solar Inspections team.

Please keep an eye out for those updates and reach out if you don't see one within 3 business days of submitting the inspection request.

31. Once the inspection is scheduled and assigned, the fields will be populated on the Ab+c portal with the correct Scheduled date, and Inspectors name & Phone number (as applicable) within the Assigned to column. Contractors and AE customers will receive notifications when inspections are requested, scheduled, pass/fail, and once the PV meter is installed and the Customer receives Permission to Operate, or PTO.
32. [Austin Energy internal Process]: The final step of the permitting process is ensuring that the Austin Energy Distributed Metering Operations team (AE DMO) has reviewed and approved the final as-built Revenue and PV Meter installation, which they will denote by installing the Photovoltaic (PV) Meter on-site (or many PV meters, as applicable), and updating the PV Meter Number and details on the permit. Upon adding the PV Meter details and saving the changes, the permit moves to Final status. At this point, the project is closed.
 - ❖ NOTE: any additional work to be conducted on the system after the original permit is final will require a new Auxiliary Electrical Permit.