



RESIDENTIAL SOLAR PACKET

Town of Fairview

372 Town Place

Fairview Texas 75069

Phone: 972.886.4209

Fax: 972.548.0268

Inspection Line: 972.886.4250

inspections@fairviewtexas.org

permits@fairviewtexas.org



MEMORANDUM

DATE: SEPTEMBER 9, 2025
TO: CONTRACTORS, BUILDERS, SUBCONTRACTORS
FROM: BUILDING INSPECTION DEPARTMENT,
SUBJECT: WATER METER PROTECTIVE BARRICADE POLICY

Beginning September 9, 2025, this Policy will be in effect.

All water meters must be protected from damage on all construction sites. No construction materials shall be placed upon the meter/meter can, no traffic shall drive over the meter/meter can, there shall be no dirt/trash in the meter can, and the following requirements shall be met.

- The protective barricade shall be a three-foot square, with a minimum height of twenty-four inches.
- The protective barricade must be constructed of two by four lumber, at a minimum, and be anchored to the ground, forming a three-foot-by-three-foot area of protection for the water meter.
- The protective barricade shall allow access for the meter to be read.
- The protective barricade must be installed within twenty-four hours of the meter installation.
- The protective barricade shall remain in place for the duration of construction on the site.
- Nothing shall be set upon or obstruct the water meter from being accessible for reading at any time during the duration of construction.

Please observe this policy as there will be no warnings for violations. Any violation will result in a citation being issued to the individual responsible for the construction site.

The consequences of violations will be as follows:

Construction inspection: \$200.00.

Repair of any damage to water line (Town of Fairview side of meter) including material and labor

Cost of replacement / reset meter labor if required

Cost of Meter Box /reset box labor if required



SOLAR PVC SYSTEMS

Solar Permit Application Information

1. Contractors Registration
2. Name of Applicant
3. Date
4. Job Address
5. Applicants Phone Number
6. Owners Address
7. Owners Phone
8. Owners Email
9. Applicants Email
10. Project Cost
11. Description of Work
12. Signature

Required Items at time of application:

13. Video/ Photo Cert Form
14. RVI Instructions
15. PLOT PLAN WITH ROOF PLAN
16. ROOF PLAN & MODULES
17. ELECTRICAL PLAN
18. ATTACHMENT DETAIL
19. ELEVATION DETAIL
20. WIRING CALCULATION
21. EQUIPMENT SPECIFICATIONS
22. Structural letter

The purpose of the Town of Fairview's Remote Virtual Inspection Program is to provide an alternative for eligible residential and commercial inspections. This helps contractors stay on target with job schedules and workflows and provides the homeowners with the advantage of not having to take time off work for the Inspector to inspect the project. The applicable Codes to be used for RVI are the same as the adopted codes and referenced standards of the Town of Fairview.

HOW TO AND SUBMITTAL REQUIREMENTS

Please upload all photos to the permit prior to scheduling the inspection. If you are having trouble uploading photos or videos to the permit, send the photos or video to inspections@fairviewtexas.org. Do Not Submit Photocopies OF Photos Make sure the address is on Photo. Include your signed Photo/Video Certification Form when scheduling the inspection. Please remember to leave your inspection request as you would for an in-person request.

How to submit PHOTO/VIDEO for inspection: Record the photos/video, please review them for focus and content. Make sure the address of the project is in a photo.

- Upload the photos/video to the correct permit.
- Please name each file you upload to identify the type of document, such as, Photo, Video, or type of Letter. Example: Photo1, Photo2, Engineer, Under slab
- Take high quality color photos or video so that proper determination can be made by the Inspector. DO NOT SUBMIT PHOTOCOPIES OF PHOTOS
- If the inspection requires a measurement, a picture of the distance verified by tape measure must be included. If the inspection requires a check of proper slope, a picture with a level showing proper slope must be included. Include the address in the photo.
- For inspections that require systems to be on test, the installation work may be inspected with photos or video. Video is preferred.

Submission Review: Photos will be reviewed during business hours. The approval or correction will be sent via email. The inspector may call you to discuss the photos or video, request additional information or to schedule an on-site or live video inspection, if needed.

RVI inspections for Solar PV Systems

Remote virtual inspection (RVI) may be done via live stream, pictures, video or any combination.

Part I – Jobsite Verification A live stream or recorded video or photo showing the street address and advancing to the location of the rooftop solar photovoltaic system project is required.

Part II – Inspection Procedures for Photo inspection. The following pictures are required prior to the start of an inspection. (Be aware that an inspection will not take place without these pictures.)

1. The front of the building shows the street address.
2. The roof plane that supports the array(s) prior to placing the array(s).
3. A view from the ground that shows the array supports aligned with the rafters
4. All the pictures that were taken during the erection of the array. Show the racking without the modules installed. Show all the bare copper ground wire, rail supports, junction boxes, extended plumbing vents, etc.
5. All equipment manufacturer labels (modules, inverters, optimizers, service panels, distribution panels, disconnects, and transfer switches).
6. All applied labels at service equipment, disconnects, inverters, junction boxes, conduit, etc.
7. The space under the array(s).
8. Inside junction boxes with closeup of C-taps showing the crimping tool witness marks.
9. Junction box mounting hardware.
10. Conduit located within an attic.
11. Underside of roof sheathing in the attic directly under the array.

12. Conduit supported on roofs and secured to walls.
13. Conduit roof jack flashing.
14. AC disconnect from the vantage point of the electrical service panel.
15. The service panel dead front.
16. The inside of the service panel. IF A FEEDER FROM THE METER- REROUTE TO DISCONNECT AND NEW FEEDER TO HOUSE TURNS HOUSE PANEL INTO SUB PANEL THEN NEUTRALS AND GROUNDS MUST BE SEPARATED.
17. A closeup of any added circuit breaker and manufacturer's label.
18. The location of all equipment.
19. The inside of all equipment.
20. Grounding from array to electrode.



Contractor Registration Application
(Select Only One Type Per Application)

Contractor Type:

☐ General Contractor

If renewal check here: ☐

☐ Swimming Pool

Cost for these contractors:

☐ Fence

\$50.00 New

☐ Irrigation

\$25.00 Renewal

☐ Sign

Contractor Type:

☐ Plumbing

☐ Fire Alarm

There is no charge for these contractor types

☐ Fire Sprinkler (Suppression)

Expiration based on License/Certificate expiration date

☐ Mechanical

If renewal check here: ☐

☐ Backflow/Septic

☐ Electrical

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____ **@** _____

Master/CEO Responsible for Supervision: _____

License/Certificate # _____ **Expiration Date:** _____

Driver's License # _____ **Expiration Date:** _____

I understand and agree that the above named shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above-named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder. I will request all necessary inspections by the Town of Fairview to ensure compliance with all city regulations applicable for the proposed work.

Contractor's Signature: _____ **Date:** _____

*******Include a copy of your driver's license, master's license and/or certificate AND liability COI with the Town of Fairview identified as the Insured for processing**

******* Email information to: permits@fairviewtexas.org**

Information not received thru permits@fairviewtexas.org will not be processed.



TOWN OF FAIRVIEW
MECHANICAL, ELECTRICAL, PLUMBING, IRRIGATION
PERMIT APPLICATION

Project Address _____ Subdivision/Lot/Block _____

Scope of Work _____

Property Owner (Name, Address, Phone, & Email) _____

Contractor: _____ Phone: _____ Email _____

Contractor Address: _____

Business/Tenant Name: _____

Trash Hauler Contractor: _____ Anything over \$10,000 requires a listed trash hauler on your permit

WHEREAS the Town, therefore, desires to grant to Republic Services the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract. Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at RepublicServices.com/Customer-Support.

WORK BEING DONE:

- ☐ Water Filter ☐ Alteration/Remodel ☐ Solar ☐ Stand Alone Permit
☐ Detached Accessory Structure ☐ Electrical ☐ Mechanical ☐ Plumbing
☐ Addition
☐ Generators

☐ New Construction (Shell) ☐ New Construction/Finish Out ☐ Commercial Demo

Valuation of work \$: _____ Square Footage _____ in/ft (Total under roof)

Electric Provider: _____ Gas Provider: _____

NOTE: There may be required forms and information sheets for the specific type of work being done.. Please contact the permits department for required submittal.

Remote Virtual Inspections RVI Instructions:

- All remote inspections should be scheduled a minimum of one business day prior to the requested date.
- Schedule inspection either on-line or by telephone. inspections@fairviewtexas.org / 972-886-4250
- Schedule after-hours or emergency inspections on a case-by-case basis. Additional fees apply.
- Video telephony platform: Face-time (Note: Please leave a call back number for the inspector if you are requesting face time.)
- When scheduling the inspection, provide the address, permit number, and type.
- Remote virtual inspection (RVI) may be done via live stream, pictures, video or any combination.

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the Town of Fairview Code of Ordinances and any other applicable ordinance. This permit is used only for the purpose of allowing construction or trade work conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted.

APPLICANT SIGNATURE _____ DATE _____

TOWN APPROVED _____ PLAN REVIEW DATE _____

PICKUP SIGNATURE _____ DATE _____

TOWN OF FAIRVIEW, 372 TOWN PLACE, FAIRVIEW, TEXAS 75069, 972-562-0522

AUTOMATED INSPECTION LINE: 972-886-4250
APRIL 28, 2025



Photo/Video Inspection Certification

I hereby swear and affirm that the photos and/or videos which I have submitted for review in conjunction with the Permit listed below is a true and accurate documentation of the work performed.

I acknowledge that by submitting inaccurate or incorrect information, photos or videos, I am falsifying official government documents of the Town of Fairview and may be prosecuted to the fullest extent of the law, which may include fines and citations from the Town of Fairview and further action from the State of Texas. I also understand that the Town of Fairview may not accept these photos and/or videos as sufficient and may require an onsite visit or more photo/video documentation.

*This must be signed and on file prior to scheduling this inspection.

PERMIT NUMBER: _____ DATE: __ __ __ __

ADDRESS OF WORK PREFORMED: _____

TYPE OF WORK: _____

NAME OF COMPANY: _____

PRINT NAME OF (CONTRACTOR/RMP): _____

LICENSE NUMBER OF (CONTRACTOR/ RMP): _____

SIGNATURE OF (CONTRACTOR/ RMP): _____