



# Fire Operational Permit Application

Highland Park Fire Marshal's Office  
4700 Drexel Dr  
Highland Park, TX 75205  
(214) 559-9480

Please complete this application and attach all required documents to submittal. All permit applications will be submitted through MyGov.

## Project Information

Date:

Site Address:			
Business Name:			
Scope of Work:			
Emergency Contact:			
Occupancy Classification:	Occupancy Load:	Building Area (Sqft):	

## Applicant Information

Applicant:	Company:	Phone:
Email:		
Address:	City:	State, Zip:
Contact Person:	Phone:	
Email:		

## Permit Type (one application per permit type)

New       Renewal

- Hot Work Operations
- Compressed Gases
- Explosives
- Energy Storage Systems Install
- Flammable and Combustible Liquids
- PV Solar Panel Install

I, (print name) \_\_\_\_\_, am making application for an operational permit. I understand that any work performed prior to the approval and release of a permit or placing a system into service prior to final inspection may be subject to a "work without a permit" citation resulting in a fine not to exceed \$2,500.00. I also understand that any changes made to the submitted application and accompanying documents without prior approval from the Fire Marshal's Office may result in failed inspections, termination of permit application, additional fees, and/or citations assessed in accordance with the Town of Highland Park Codes and Ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN OF HIGHLAND PARK ELECTRICAL ENERGY STORAGE SYSTEMS PERMITTING AND INSTALLATION PROCEDURES

All Electrical Energy Storage Systems (ESS) in the Town of Highland Park must adhere to permitting and installation requirements. An ESS construction and/or operational permit are required for all ESS. All plans will be reviewed and approved by the Fire Code Official or his designee. Failure to submit all required documentation during plan review will delay the project and in certain circumstances may require additional fees. The below steps and guidelines must be followed to successfully obtain project approval.

1. Submit plans for review to the Fire Code Official or his designee accompanied with required documentation listed in the International Fire Code, section 1207.1.3 Construction Documents #1-10.
2. Individual Energy Storage System units shall not exceed 20 kWh.
3. The maximum aggregate rating amount for the entire residential dwelling (one- or two-family dwellings or townhouse units) shall not exceed 80 kWh.
4. Rooms and other indoor areas require Fire-resistance-rated separations (1207.7.4) and vehicle impact protection (1207.4.5).
5. Approved signage shall be designed to meet the requirements of section 1207.4.8 and NFPA 70.
6. All Energy Storage Systems installations shall adhere to all spacing requirements.
7. When required by UL 9540 listing, an approved Energy Storage Management System shall be provided in accordance with the International Fire Code, section 1207.3.4.
8. All installations require proof of compliance with the current Underwriter's Laboratory 9540A Test report, its revisions, or its successor for each individual project's specific Energy Storage System installation. The current UL 9540A, or its successor report shall include project specific design and installation configuration.
9. All rooms containing Energy Storage Systems require an approved smoke or radiant energy-sensing fire detecting system complying with the Town of Highland Park's current Fire code.
10. All indoor rooms containing Energy Storage System require an approved automatic sprinkler system complying with the Town of Highland Park's current Fire code.
11. All ESS systems must comply with the Town of Highland Park installation requirements for new installation, replacement, or modification of any existing Energy Storage System. (1207.3.8)
12. After all documents are reviewed and required alarm/sprinkler permits obtained, the ESS construction and/or operational permit will be approved through MyGov.
13. Any attempt to defraud or otherwise intentionally or knowingly violate the requirements prescribed by this procedure constitutes a violation. Such violations will be cause for immediate revocation of permits for the ESS issued by the Authority Having Jurisdiction.

**Contact information:**  
fireprotectionsystems@hpdps.org



**TOWN OF HIGHLAND PARK**  
**ENERGY STORAGE SYSTEM INSPECTION PROCEDURES**

1. All rough inspections shall be requested to the Fire Code Official or his designee through the MyGov online portal and email.
2. All final inspections shall be requested to the Fire Code Official or his designee through the MyGov online portal and email.
3. Final approval for the installation of an Energy Storage System shall be determined by the Authority Having Jurisdiction from the recommendation from the Fire Code Official.
4. The Authority Having Jurisdiction reserves the right to revoke a permit or approval issued if any violation of this standard is found on inspection or where the ESS is not in accordance with the approved plans and specifications on which the permit or approval was based.

Installation Company: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Signature: \_\_\_\_\_



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## **TOWN OF HIGHLAND PARK** **ENERGY STORAGE SYSTEM CODE INTERPRETATION**

Any Energy Storage System requirements outlined in the permitting and installation procedures that require further explanation and/or code interpretation are directed to the below resources. All questions or code interpretations shall be requested in writing to the Fire Code official or his designee. The administrative interpretation of conflicting codes will be at the discretion of the Authority Having Jurisdiction.

- National Fire Protection Association 1 Ch. 52 (current edition)
- National Fire Protection Association 70 (current edition)
- National Fire Protection Association 855 Ch. 4 and Ch. 15 (current edition)
- Underwriter's Laboratory 9540 and 9540A
- Underwriter's Laboratory 1642
- Underwriter's Laboratory 1973
- Underwriter's Laboratory 1741
- International Electrotechnical Commission 62619
- International Electrotechnical Commission 62933
- International Electrotechnical Commission 62109-1
- International Fire Code, section 1207 (current edition)
- International Residential Code (current edition), section R328
- Town of Highland Park's Code of Ordinances 5.02 (Fire Marshal)
- Town of Highland Park's Code of Compliance 5.04 (Fire Prevention Code)

**Contact information:**  
fireprotectionsystems@hpdps.org



## SOLAR PHOTOVOLTAIC (PV) SYSTEM PERMIT APPLICATION CHECKLIST 2020 NEC and 2021 IFC/IRC/IBC

DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ELECTRIC CONTRACTOR: \_\_\_\_\_

### REQUIRED INFORMATION

#### Type of Application

- Residential
- Small Commercial - Small commercial customer - A non-residential retail customer having a peak demand of 1,000 kilowatts (kW) or less as defined by the State of Texas Utility Code as amended.
- Large Commercial  
(See Part 2: Large Commercial Requirements)

#### Type of Solar PV System

- Roof Top
- Full Roof Shingle System (Requires additional Reroof permit)
- Ground Mount (Requires engineered footing detail and inspection)
- Shade Structure (Separate building permit for patio cover/roof structure)

Installed in accordance with the National Fire Protection Association National Electrical Code (NFPA 70) as adopted by the State of Texas, applicable ordinances, districts, and/or special use categories (e.g.: zoning or special use, etc.); subject to plan approval. (2020 NEC)

NOTE: The Texas Electrical Safety and Licensing Act requires the Texas Department of Licensing and Regulation (TDLR) to adopt the latest edition of the **National Electrical Code (NEC)** as the electrical code for the state of Texas. TDLR has adopted the 2020 NEC as the electrical code for the state of Texas to establish it as the "minimum standard" for all electrical work in Texas

*Please verify your property owner's association allows the installation of solar panels.*

<b>SITE PLAN</b>	<b>Applicant Check</b>
<i>Include the PV array layout in compliance with the local government design criteria including</i>	
Existing site plan (survey) showing easements, property lines, building setback lines, zoning setbacks	
Cumulative square footage of total solar array system	
Roof plan showing location of equipment and, if required, fire setbacks	
Typical side view detail of the solar PV system mount on the roof showing they conform to the slop of the roof and has a top edge that is parallel to the roofline.	
Location of all existing structures and proposed PV system equipment (including modules, disconnects, inverters, panel boards, combiner boxes, storage batteries, utility meters, etc.)	
Plumbing vent termination: Vent termination is not allowed under solar installations and must be relocated or modified, or an air admittance valve may be utilized in accordance with the International Plumbing Code (IPC) and/or the International Residential Code (IRC). Separate permit may be required	

<b>CONSTRUCTION DOCUMENTS</b>	<b>Applicant Check</b>
<i>Electronic documents shall include, but are not limited to, the following items:</i>	
Size of System (kW)	
Site specific, stamped engineering drawings, assembly installation plans, manufacturer's installation instructions, and/or equipment manufacturer's data sheets	
Make, model, and quantity of module, inverter, and racking system certified to the UL 2703, UL 62109, or UL	
1741 standard by a Nationally Recognized Testing Laboratory as appropriate	
Structure plans for ground mount system	
Method of sealing/flashing for roof penetrations	
Connection details to building or ground mount	
Structural engineering calculations or load diagram (required only when the PV array weight exceeds 5 lbs./sq. ft)	
Data cut sheets for battery storage if applicable (including type of battery)	
Show the frame, support bracket, or visible piping or wiring is silver, bronze, or black tone.	
If ground mounted system in a fenced yard or patio, show and verify the height which cannot exceed the height of the fence.	

<b>FIRE CODE REQUIREMENTS</b>	<b>Applicant Check</b>
Installation complies with Section 1205 of the 2021 International Fire Code (IFC) for residential roof access, pathways and spacing (Sec 1205.2.1.1, Sec 1205.2.1.2 & Sec 1205.2.1.3.) and 1205.3 for all other occupancies.	

<b>ELECTRICAL PLANS</b>	<b>Applicant Check</b>
In addition to the construction documents, include a three-line diagram, a PV equipment manufacturer's engineered line diagram, or a line diagram that meets the requirements of the 2020 NEC sealed by a Texas engineer. A proper line diagram should include:	
AC and/or DC circuit arc fault protection as required by the NEC	
Inverter listed to the UL 62109 or UL 1741 Safety Standard; photovoltaic module(s) listed to the UL 1703 safety standard. Listings conducted by a Nationally Recognized Testing Laboratory	
Inverter AC output disconnect location, utility disconnect location, and AC output over-current protection device rating.	
Location of combiner box(es), disconnect switch, size of source circuit overcurrent protection	
Service panel bus rating and main circuit breaker/fuse ampere rating	
Circuit diagram with conduit, wire type and sizes, and/or cable type and wire sizes	
Battery disconnects and overcurrent protection, if applicable	
Equipment grounding and bonding conductors and grounding electrode conductor, if applicable	
List of all appropriate labels and marking per NEC and IFC requirements	
Manufacturing spec to have current NEC, IFC, IBC, IRC codes	
All plans to be engineered	

<b>INSPECTION REQUIREMENTS</b>	
Submit a letter from the installer indicating the system was installed per material warranty.	
A final inspection is required after above letter is uploaded to close out the permit.	

**Part 2 - COMMERCIAL BUILDING REQUIREMENTS**

In addition to the above requirement see the list below.

<b>LARGE COMMERCIAL REQUIREMENTS</b>	<b>Applicant Check</b>
<i>Electronic documents shall include, but are not limited to, the following items:</i>	
Occupancy Type; Occupancy Group; Construction Type; Roof Type; Area (Square Feet); Number of Stories; Year Built and Fire Sprinkler System	
<b>Flat Roof Structures:</b> A line of site analysis demonstrates that the system is not visible from any public or private roadway/right of way or any residential zoned or residentially land use plan property within 300 feet of the structure.	
<b>Solar Shingle or Roof Material:</b> Any solar energy system such as a solar shingle that cannot be differentiated from a typical roofing shingle or material.	