



LOUISIANA DEPARTMENT OF CONSERVATION AND ENERGY

BATON ROUGE, LOUISIANA

**SOLAR FACILITY OWNER/OPERATOR REGISTRATION FORM
(DCE-SOL-OR1)**

PLEASE READ THE INSTRUCTIONS AND COMPLETE THE ENTIRE FORM

1. Purpose of Registration:

- | | |
|---|--|
| ☐ Initial Registration | ☐ Annual Registration |
| ☐ Update to Registration | ☐ Add/Remove Facility |

2. Owner/Operator Information:

(a) Primary Contact Information

Name: _____

Organization: _____

CODE/ID #: _____

If applicable, previous name & CODE/ID #: _____

Address: _____

Phone: _____

Email: _____

Website of Organization: _____

(b) Federal Employer Identification Number: _____

(c) Copy of Detailed Business Record from the Louisiana Secretary of State Website

☐ Attached

(d) Additional Organization Contacts if Different From 2(a):

Emergency Contact

- Name: _____
- Phone: _____
- Email: _____

Fees/Billing Contact

- Name: _____
- Phone: _____

- Email: _____

Inspection/Reporting Contact

- Name: _____
- Phone: _____
- Email: _____

3. Facility Information:

Facility Name: _____ Permit No(s): _____

Footprint (acres): _____ Generation Capacity (MW): _____

(a) Location

Physical Address: _____

Parish(es): _____

- Section(s)/Township(s)/Range(s): _____
- Latitude/Longitude Coordinates: _____

(b) Status

☐ In Operation
Operation Start Date: _____

☐ Under Construction
Construction Start Date: _____

☐ To Be Constructed on or before January 1, 2026
Anticipated Construction Start Date: _____

☐ To Be Constructed after January 1, 2026
Anticipated Construction Start Date: _____

CERTIFICATION

I hereby certify that I am an Owner/Operator of the above-mentioned solar power generation facility and that the information provided herein is true and correct. I am either directly or as authorized on behalf of another Owner/Operator responsible for the development, construction, or operation of the facility. As an Owner/Operator, I shall comply with all applicable federal, state, and local laws and regulations, as well as the terms and conditions of any lease or other agreement with the landowner(s), governing the facility.

Signature: _____

Date: _____

Print Name: _____

Title: _____

INSTRUCTIONS FOR DCE-SOL-OR1

This form is required by the Louisiana Department of Conservation and Energy (“C&E”) for the permitting of solar power generation facilities. Please complete all applicable fields to ensure compliance with any regulatory requirements.

WHO SHOULD COMPLETE DC-SOL-OR1

This form should be completed by an individual who represents an organization that owns and/or operates a solar power generation facility (“Owner/Operator”) requiring a permit from C&E.¹ This individual must be appointed by the Owner/Operator and authorized to control or manage the facility’s activities. The individual will be designated as the facility’s primary contact.

WHEN TO FILE DC-SOL-OR1

Owners/Operators are required to file this form with C&E to obtain and maintain a facility’s permit. Initial filings are valid through January 31 of the calendar year following one full year from the date of registration. For example, an initial registration form filed on October 20, 2025, is valid through January 31, 2027, unless the form’s required contact information or facility’s status changes. Afterward, the Owner/Operator must renew its registration annually by January 31 each year of the facility’s operational life or as required by regulations. Owners/Operators should file updates to a current registration form within 60 days of the change; however, the update does not replace the annual registration requirement.

The DCE-SOL-OR1 form is available on C&E’s website, <https://www.dce.louisiana.gov/>.

INSTRUCTIONS FOR EACH SECTION

Section 1: Purpose of Registration

Check the box next to reason for filing this form.

- **Initial Registration:** Select this option if the Owner/Operator has:
 - never filed this form with C&E before; or
 - the name of their organization has changed.
- **Annual Registration:** Filed by registered Owners/Operators before January 31 each year to confirm all facility and contact information is current.
- **Update to Current Registration:** Select this option if updating any of the following information previously submitted in an initial or annual registration form:
 - the name and/or contact information of the individual serving as the facility’s primary contact for the Owner/Operator;
 - the name and/or contact information for any of the additional organization contacts;
 - changes to the facility’s name, footprint, generation capacity, and/or address; and
 - changes to the facility’s status.

¹ As of November 2025, permit requirements are found in the following statutes: La. R.S. 30:1142-1145 (requiring a permit to construct, install, or operate a solar power generation facility with a footprint of seventy-five or more acres pursuant to sections 1142-1145; enacted by Act 279 of the 2025 Regular Session); La. R.S. 30:1154(D)(1) (requiring a permit to construct or operate a solar power generation facility with a footprint of ten or more acres issued pursuant to rules and regulations; enacted by Act 555 of the 2022 Regular Session).

- **Add/Remove Facility:** For Owners/Operators that are registered with C&E and are developing, constructing, or operating another facility or are no longer developing, constructing, or operating a facility and need to remove it from their registration.

Section 2: Owner/Operator Information

(a) Primary Contact Information

Provide the name, mailing address, phone number, and email address of the individual serving as the facility's primary contact for the Owner/Operator. If applicable, include a URL to the Owner/Operator's webpage that contains information about the facility.

C&E will assign a CODE/ID# to the Owner/Operator when an initial registration form is filed. If an Owner/Operator changes its organization name, the primary contact must file an "Initial Registration" form and enter the organization's previous name and CODE/ID# in the space provided. C&E will then assign a new CODE/ID# to the Owner/Operator.

(b) Federal Employer Identification Number

This information will be used solely for the administration and enforcement of laws concerning C&E permits.

(c) Copy of Detailed Business Record from the Louisiana Secretary of State Website

Owners/Operators that are corporations, limited liability companies, or partnerships must be registered with the Louisiana Secretary of State's Office and provide a copy of their organization's "Detailed Business Record," which is available on the Secretary of State's website: <http://www.sos.la.gov>. The record's webpage should be printed from Secretary of State's website. This registration form is not complete without attaching a copy of the webpage printout. An updated copy of the record should be attached to each registration form filed with C&E. An individual who is an Owner/Operator and not a business entity is exempt from this requirement.

(d) Additional Organization Contacts if Different From Primary Contact

If applicable, provide the name, phone number, and email address of individuals within the organization C&E should contact in case of an emergency and for specific types of correspondence, such as billing, reports, and inspections for permit compliance. Providing secondary or specialized contacts supports C&E's permitting process, ensure timely communication regarding emergencies, and other regulatory matters.

Section 3: Facility Information

- **Facility Name:** Enter the name of the facility.
- **Permit No(s):** Provide a list of all permit numbers issued to the facility by C&E (e.g., ISP, SSP, etc.).
- **Footprint (acres):** Enter the actual or anticipated total number of acres utilized by solar panels, arrays, and integrated equipment typically enclosed by a fence. Setbacks, barriers, or buffers are excluded from the footprint's acreage.
- **Generation Capacity (MW):** Enter the actual or anticipated maximum amount of megawatts the facility is capable of generating under ideal conditions.

(a) Location

- **Physical Address:** Provide the address of the facility's physical location (street address, city, zip code).

- **Parish(es):** Name each Parish the facility is located within.
- **Section(s)/Township(s)/Range(s):** Enter the land parcel descriptions.
- **Latitude/Longitude Coordinates:** Enter the latitude and longitude in decimal degrees.

(b) Status

Select the option that describes the current status of the facility and provide the date on which the facility entered the selected status. Evidence for each facility status category include, but are not limited to, the following:

- **In Operation**
 - Notice of commercial operation; final electrical inspection certificate(s); utility interconnection agreement; power purchase agreement; or generation data.
- **Under Construction**
 - Notice to proceed; inspection reports; time- and coordinate-stamped photographs of construction activities; equipment or material delivery receipts or bill(s) of lading.
- **To Be Constructed on or before January 1, 2026: (**For ISP applicants only.*)**
 - Notice(s) of lease; executed engineering, procurement, and construction agreement(s); building or zoning permit(s) issued prior to application submission.
- **To Be Constructed after January 1, 2026:**
 - Notice(s) of lease; executed engineering, procurement, and construction agreement(s); building or zoning permit(s) issued prior to application submission.

QUESTIONS & SUBMISSION

Questions and completed registration forms and attachments may be submitted by email to dnrsolarreg@la.gov. Registration forms and attachments may also be submitted by mail to:

Louisiana Department of Conservation and Energy
Office of the Secretary
Attn: Solar Permitting
P.O. Box 94396
Baton Rouge, LA 70804-9396