



Building Department CHECKLIST FOR SOLAR ELECTRIC PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/Residential
- Type of system
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Electrical diagram
- Original Plans with structural attachment details signed and sealed by a Florida licensed Architect/Engineer. (For photovoltaic roof mounted panels and solar thermal.)
- In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk), for commercial projects.
- Sub-contractor permit applications for roof penetration, if applicable.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

NOTES:

- Electrical systems with a value of \$125,000 or less and; requires an aggregate service capacity of more than 600 amperes (240 volts) on a residential electrical system or 800 amperes (240 volts) or less on a commercial or industrial electrical system; shall be designed by a licensed professional engineer as required by F.S. 471.003(2)(h).

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.