

Photovoltaic Solar Permit Checklist

- Application
- Property Record Card
- Notice of Commencement if job value is over \$5,000
- Owner/Builder Affidavit (if applicable)
- Solar Plan Review Checklist
- Construction Plans

PV Solar Plan Review Checklist

Please check all of the boxes below and submit this with your application.

- Plans show compliance with the current editions of the Florida Building Code. This includes windzone and exposure category called out on the plans.
- Plans show a roof plan with all roof penetrations (vents etc) with panel overlay.
- Plans show an attachment detail for the panel to the roof with spacing of supports.
- Plans show an electrical schematic that complies with the NEC.
- Plans have been submitted as one file digitally signed by the engineer of record or are approved by the FSEC.
- The day of the final inspection, pictures must be provided showing the following: Roof with support system installed prior to panel placement (tape measure showing spacing of fasteners), pictures of combiner boxes after all conductors are installed, pictures of conductors run through the attic and any other pictures that support the case that the system was installed per the approved plans.

Signature: _____

Email: _____

Name: _____

Phone: _____

Job Address: _____

Please note that if this document is not submitted with the plans, a review will not be started

PERMIT APPLICATION

Date Received: _____

Permit # _____

PROJECT INFORMATION		PURPOSE OF APPLICATION	
Job Site Address:		<input type="checkbox"/> Residential	<input type="checkbox"/> New Construction
City, State & Zip:		<input type="checkbox"/> Multi-family	<input type="checkbox"/> Addition
Alternate Key #		<input type="checkbox"/> Commercial	<input type="checkbox"/> Alteration/repair
Subdivision	Lot	<input type="checkbox"/> Industrial	<input type="checkbox"/> Demolition
<input type="checkbox"/> Sewer <input type="checkbox"/> Septic			<input type="checkbox"/> Other
SCOPE OF WORK			
Job Description:			
Job Value \$		RE-ROOFS ONLY ROOFING MATERIAL:	
Existing Site Development/ Current use of building:		Proposed use of building:	
OWNER'S INFORMATION		FEE SIMPLE TITLEHOLDER (if different than owner)	
Name:		Name:	
Mailing Address:		Mailing Address:	
City, State & Zip:		City, State & Zip:	
Phone #:	Email:	Phone #:	Email:
CONTRACTOR INFORMATION			
Company Name:		License #	
Qualifier Name:		Phone #	
Mailing Address:		Email:	
City, State & Zip:			
SUBCONTRACTORS			
Electrician:		License #	
Plumbing:		License #	
Mechanical:		License #	
Gas:		License #	
Roofer:		License #	
Irrigation:		License #	
Fire:		License #	
INSPECTION CONTACT			
Super 1:	Email:	Phone #	
Super 2:	Email:	Phone #	
Super 3:	Email:	Phone #	
BONDING COMPANY		ARCHITECT/ENGINEER	MORTGAGE LENDER
Name:		Name:	Name:
Address:		Address:	Address:

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERTO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.

CONTRACTOR OR OWNER/BUILDER SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of this _____ day of _____, 20____,
by _____.

Personally Known:
Or Produced Identification:
Type of Identification Produced: _____

Notary Signature

OWNER BUILDER DISCLOSURE STATEMENT

_____1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

_____2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

_____3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

_____4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

_____5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

_____6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

_____7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

_____8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

_____9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

_____10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (telephone number) or (Internet website address) for more information about licensed contractors.

_____11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: (address of property).

_____12. I agree to notify (issuer of disclosure statements) immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

_____13. Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

_____14. Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Owner Signature

Date

State of _____

County of _____

Sworn to and subscribed and acknowledged before me this _____ day of _____ 20____
by _____ who is personally known to me _____ or who has produced
_____ as identification.

Notary Signature