



City of Mascotte
Permit Checklist
PV Solar Permit

1. COMPLETED PERMIT APPLICATION
2. COPIES OF LICENSE AND INSURANCE
3. NOTICE OF COMMENCEMENT FOR JOBS VALUED AT OVER \$2,500
4. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION.
5. A SET OF PLANS DIGITALLY SIGNED BY THE ENGINEER OF RECORD. PLEASE NOTE THAT PLANS SHOULD BE SUBMITTED AS ONE FILE, NOT ONE FILE PER PAGE. PLANS SHOULD BE UNLOCKED TO ALLOW FOR DIGITAL STAMPS TO BE INSTALLED.
6. PLANS SHOULD ADDRESS THE FOLLOWING CRITERIA
 - a. WIND SPEED 140 MPH
 - b. EXPOSURE C OR SHOW HOW IT'S SOMETHING ELSE
 - c. ROOF LAYOUT SHOULD SHOW ALL PANEL LOCATIONS, REQUIRED STRUCTURAL CONNECTION LOCATIONS, EXISTING ROOF PENETRATIONS, FIRE DEPARTMENT ACCESS LOCATION AND FIRE DEPARTMENT ACCESS PATHWAYS.
 - d. PLANS SHOULD CLEARLY SHOW METER LOCATIONS, AND ANY OTHER EQUIPMENT REQUIRED AS PART OF THIS INSTALLATION.
 - e. PLANS SHOULD SHOW ANY OTHER INFORMATION REQUIRED TO DETERMINE THE MINIMUM COMPLIANCE WITH THE APPLICABLE CODES.

Apply for a permit at: <https://portal.iworq.net/MASCOTTEFL/new-permit/600/5611>



CITY OF MASCOTTE PERMIT APPLICATION

Permit Number

Alternate Key Number	Parcel Number	Project Address	
		Project Description	
Owner's Name	Mailing Address	City, State, Zip	Telephone

Email Address: _____

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip	Telephone

General Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Construction Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Electrical Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Plumbing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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HVAC Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Roofing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Gas Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Legal Description			
Bonding Company			
Bonding Company Address			
Architect's Name			
Architect's Address			

Project Information		Job Name: _____				
		Subdivision Name	Lot No.	Phase		
Zone	Lot Area					
		Setbacks (ft)	Front	Rear	Side	Corner

Project (check one)	Area	Electrical Service Size	Hvac Type	Water (check one)
New	Living		Type	Municipal
Alteration	Garage			Well
Addition	Porch(s)		Efficiency	Plumbing (check one)
Repair	Other		Airhandler	Sewer
Other	Total		Condenser	Septic

Attached
Detached

Job Value

7th Edition Florida Building Code

Signature of Applicant

Date

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City of Mascotte determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)
Notary Public

After recording return to:

Permit No: _____
Tax Folio or Alternate Key #: _____

NOTICE OF COMMENCEMENT
Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills,
Groveland, Lady Lake, Lake County, Leesburg, Mascotte,
Minneola, Montverde, Mount Dora, Tavares, Umatilla

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: Legal Description: (legal description of the property, and street address if available)

Street Address: _____
2. General description of improvement: _____
3. Owner's Information: Name: _____
Address: _____
Interest in Property: _____
Name and Address of fee simple titleholder (if other than owner): _____

4. Contractor Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
5. Surety Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
Amount of Bond: _____
6. Lender Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as Provided in Section 713.13 (1) (b), Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director /Partner /Manager

Printed Name & Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____
who is personally known to me or has produced _____ as identification and who did _____ or did not _____
take an oath.

Signature of Notary Public - State of Florida

Print, type or Stamp Commissioned Name of Notary Public

Verification pursuant to Section 92.525, Florida Statutes
Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person (Owner) Signing Above

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 wind zone 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