

PV SOLAR CHECKLIST

(UPDATED MAY 2020)

Application:

1. Submit a completed permit application.
2. Make sure all contractors associated with this project are registered with the City. You can obtain more information by emailing Alissia.Spivey@cityofmascotte.com
3. Submit a recorded NOC. (**Note we do not require a certified NOC**)
4. Submit a POA is necessary.
5. Provide a copy of the property records card, warranty deed or other documentation verifying ownership.
6. Submit a copy of the signed contract that indicates the contract price for the job.

Plans: Plans must be submitted in electronic format meeting the following requirements

1. Must be digitally signed by the engineer/architect of record.
2. Plans must be unlocked to allow us to install our digital watermark.
3. Plans should be designed for printable area of 24x36.
4. Plans should include a 2"x2" block on each page for placing our digital watermark. It would be helpful to have that in the title block in the same area of each page.
5. Plans should be submitted as one file or the minimum number of files as possible. **We will not accept plans where one file is submitted for each page.**

Plans Basic Information: Plans should include the following basic design information.

1. By design, most plans should be designed for 140 mph, exposure C by default.
2. Roof plan should indicate locations of roof features such as plumbing vents, roof vents and any other feature that may affect the installation of the panels.
3. Fastening schedule for the solar array support system should specify a spacing schedule for zone 1, 2 and 3.
4. Panel layout should also include an overlay indicating the projected roofing zones (1, 2 or 3) in which the panels will be installed. You can forgo this requirement by adding a statement to the plans that the installation pattern is approved for all roof zones.
5. Roofing plans should also include fire department access zones per the Florida Fire Prevention Code.
6. System overview indicating the number of panels, proposed output, peak power, max DC power, max AC power, nominal power ratio etc.
7. A bus bar load calculation should be included in accordance with NEC 705.12.
8. Derating calculation for conductors based on table 310.15(B)(3)(c).
9. An electrical schematic that clearly shows the wiring methods, conductor sizes and proposed layout of all devices proposed for this installation. Electrical layout and calculations should include the inverter type and model, including the maximum output for each module.
10. If a PV meter is to be installed, please indicate this as well.
11. Any line side installations will require approval from the electrical utility. Please provide an approval letter from the electric utility as part of this application for any line side installations.
12. A list of required labels and their locations.

Final Inspections

1. Please provide detailed pictures of the rail system or other systems supporting the array. Pictures should be taken prior to installation of the panels.
2. Pictures should be detailed enough to verify spacing for compliance with the approved plans.
3. Some pictures should also be detailed enough to verify that they are job specific (taken at an angle that exposes distinct landscape features or adjacent houses).
4. Pictures should also be taken of any electrical penetrations of the roof inside the attic. If this is a case where DC voltage is being run through the attic, at least one picture indicating the raceway installation.
5. Pictures inside the attic should show proper installation of the conductors with regard to support and protection where required.

To Schedule An Inspection - email: inspectionrequest@alpha-inspections.net	Permit Application	In addition to this permit, you may be required to receive approval from other State of Federal agencies prior to commencing work	Permit Number
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You must submit 3 copies of this form. Only 1 has to be notarized if signed prior to coming to City Hall.

	Project Address	
	Project Description	

Property ID Key/Number		Parcel Number	
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Owner's Name	Mailing Address	City, State, Zip	Telephone
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General Contractor	Mailing Address	City, State, Zip	Telephone
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Construction Contractor	Mailing Address	City, State, Zip	Telephone
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Electrical Contractor	Mailing Address	City, State, Zip	Telephone
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Plumbing Contractor	Mailing Address	City, State, Zip	Telephone
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HVAC Contractor	Mailing Address	City, State, Zip	Telephone
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Roofing Contractor	Mailing Address	City, State, Zip	Telephone
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Legal Description	
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Bonding Company	
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Bonding Company Address	
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Architect's Name	
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Architect's Address	
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Project Information

Subdivision Name	Phase	Lot No.	Model	Elevation	Lot Area	Impervious Surface Ratio

Setbacks Provided over Required (ft)

Flood Zone	
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Setbacks Provided over Required (ft)

Front		Rear		Side		Corner		Street Side	
Project		Area		Electrical	Hvac	Water		Meter	
New		Living		Service Size	Type	Municipal		Size	
Alteration		Garage				Well			
Addition		Porch(s)				Efficiency		Plumbing	
Repair		Other			Airhandler		Sewer		
Other		Total			Condenser		Septic		
Garage		Number of Bedrooms		Cost / Value			Code In Effect		
Attached									
Detached									

Applicant Signature	
	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. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all Re-Inspection Fees.

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