



Town of Howey in the Hills

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.

REQUIRED INSPECTIONS: FINAL INSPECTION

UPLOAD ALL APPLICATION PACKAGES TO THIS ADDRESS: <https://www.alpha-inspections.net/upload-plans.html>

REQUEST INSPECTIONS AT THIS ADDRESS: <https://www.alpha-inspections.net/inspections.html>

To Schedule An Inspection Email:
 inspectionrequest@alpha-inspections.net



**HOWEY-IN-THE-HILLS
 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 |
| | | | |

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|----------------|--|-----------------------|--|
| Email Address: | | State License Number: | |
|----------------|--|-----------------------|--|

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|-------------------------|-----------------|------------------|-----------|
| Construction Contractor | Mailing Address | City, State, Zip | Telephone |
| | | | |

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|----------------|--|-----------------------|--|
| Email Address: | | State License Number: | |
|----------------|--|-----------------------|--|

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

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

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

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|----------------|-----------------|------------------|-----------|
| Gas Contractor | Mailing Address | City, State, Zip | Telephone |
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|----------------|--|-----------------------|--|
| 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 Town of Howey in the Hills 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 Town 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

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