



SOLAR SUBMITTAL CHECKLIST

For Solar Thermal or Solar Photovoltaic

Submit 4 (four) sets of drawings.

Complete the Building Permit Application (3rd page MUST be signed and notarized by the Owner)

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

Requirements

Required Permit applications:

Solar Thermal:

Building
Plumbing

Photovoltaic:

Building
Electrical

Hybrid Systems:

Building
Electrical
Plumbing

All drawings shall be dimensioned and drawn to scale.

Construction documents/ specifications:

Solar Thermal:

1. Plumbing riser diagram showing the piping layout.
2. Specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, solar panel, recirculation pumps, supporting frames and mounting.
3. Provide the attachment details, flashing details, construction design for the unit and any supporting frame members (sealed by the appropriate design professional) for the Wind Zone, additional loading, and any site conditions.

Photovoltaic:

1. Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter disconnect, grounding, required signs and AC connection to building (see supplied standard electrical diagram)

2. Specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnect and mounting system.
3. Provide the attachment details, flashing details, construction design for the unit and any supporting frame members (sealed by the appropriate design professional) for the Wind Zone, additional loading, and any site conditions.
4. For battery backup systems, include a summary of all standby loads, including power ratings and estimated daily energy consumption for each load to show that inverter and battery selection will meet the standby needs
5. Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.

Hybrid Systems (Combination of both Photovoltaic system with Solar Thermal Systems)

This type of system shall meet the permitting requirements for both.

Roof Plan – 4 full sets of to scale roof plan indicating the location of solar panels installation

Florida Solar Energy Center (FSEC) System Approval Report – All solar systems drawings shall be accompanied with a FSEC Approval Report

Revisions (NOTE: *In order to facilitate prompt review, revisions will be accepted only after all plans examiners have completed their review of the previous submittal.*)

- Submit only the sheets that are being revised (4 full sets).
- Narrative – Identifying purpose of revision and what is being revised (attached to each set) on company's letter head paper.
- Provide Case number or address of project.
- All revisions shall be identified and clouded.

Contractors

Each of these contractors may perform all work identified in their individual scopes of work including the installation of appurtenances, apparatus or equipment. However, such contractor shall subcontract all other work which is specified as being the work in the trade of another contractor. In all cases, please refer to Florida Statutes 489 and any properly enacted local licensing laws.

- Solar Contractor (PV) may obtain the Building permit in either the Solar Thermal or Photovoltaic categories.
- Plumbing Contractors may obtain the master permit in the Solar Thermal category.
- Electrical Contractors may obtain the Electrical permit in the Photovoltaic category, being that a building contractor shall obtain the Building permit for the installation of the panels.

Inspections

Building departments shall inspect all of Solar Thermal and Photovoltaic systems. More than one inspection may be performed during any inspection visit. (By inspector properly licensed in the trade they are inspecting.)

Solar Thermal:

- Building/ Structural/ Roofing - Final - An inspection affidavit is required from contractor or third party verifying connections.
- Plumbing - Final

Photovoltaic:

- Building/ Structural/ Roofing - Final - An inspection affidavit is required from contractor or third party verifying connections.
- Electrical - Rough and Final (Normally a final inspection can cover everything on a retrofit residential installation. These installations are often completed in a day. Rough inspection for new construction and larger jobs.)

Hybrid Systems:

- Building/ Structural/ Roofing - Final - An inspection affidavit is required from contractor or third party verifying connections.
- Electrical - Rough and Final
- Plumbing - Final

THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO THE ISSUANCE OF PERMITS

Contractor Requirements

- State of Florida Contractor's License.
- Contractor's Business Tax Receipt.
- Proof of Worker's Compensation Insurance.
- Surety Bond (Registered Contractor's only).
- Competency Card (Registered Contractor's only).
- Special Power of Attorney (if applicable).

Notice of Commencement

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. This document is required to be recorded at the Official Records Office of the Orange County Comptroller located at 109, E. Church St – suite 300. You may call the records office at 407.836.5115 if you have any questions related to recording your document.

- The Notice of Commencement process outlined below applies to:
 - A building permit for which the direct contract price is greater than \$2,500;
 - An electrical, fire, mechanical or plumbing/gas permit for which the direct contract price is greater than \$2,500 and not related to a building permit for which a Notice of Commencement has been filed.
 - A Notice of Commencement is not required with an electrical permit for temporary service/pole only or with a mechanical permit to repair/replace an existing heating or air conditioning system in an amount less than \$7,500. FS 713.135(d).
- A **certified copy** of the recorded Notice of Commencement or a notarized statement that it has been recorded is required to be posted on the job site and provided to this office prior to the first inspection.