

SOLAR PERMIT APPLICATION

DATE: _____

OWNER'S NAME: _____

TELEPHONE # _____ CELL # _____

CONTRACTOR'S NAME: _____

COMPANY NAME: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Cell:** _____ **FL Lic. #** _____

ADDRESS OF PROJECT: _____

PARCEL ID #: _____

IF APPLICATION IS FOR A COMMERCIAL PROJECT, PLEASE LIST NAME OF BUSINESS: _____

BONDING COMPANY: _____

ADDRESS: _____

ARCHITECT'S/ENGINEER'S NAME: _____

ADDRESS: _____

MORTGAGE LENDER'S NAME: _____

ADDRESS: _____

PURPOSE OF BUILDING:

Single Family Commercial

Cost of Construction \$ _____

CITY OF LYNN HAVEN BUILDING DEPARTMENT CONTRACTOR – OWNER AFFIDAVIT

ALL WORK SHALL COMPLY WITH THE APPLICABLE FLORIDA BUILDING CODE

AFFIDAVIT: Application is hereby made to obtain a permit to do work and installations as indicated. I certify that all the foregoing information is accurate and that all work will comply with all applicable codes. I understand these codes shall take precedence over all approved construction documents and issuance of this permit is verification that I will notify the property owner of § 713.135, Fla. Stat. (2024)

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.

NOTICE: § 105.3.3, FBC, A permit issued by a building official shall have on the face or attached to the permit the following statement.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

§ 105.3.2, FBC, Permit applications have a time period of 180 days after the date of filing them. The building official has the authority of granting extensions of 90 days. The request must be made in writing and demonstrate justifiable cause for the expiration.

OWNER/CONTRACTOR DISCLOSURE STATEMENT: I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning regulations. Application is hereby made to obtain a permit to do the work and installations as indicated. I hereby certify that no work or installation has commenced prior to the issuance of a permit and that all work 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, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

ADDITIONAL ITEMS MAY APPLY: IMPROVEMENTS OF \$5,000.00 OR MORE REQUIRES A NOTICE OF COMMENCEMENT IMPROVEMENTS LESS THAT \$5,00.00 REQUIRES A COPY OF THE CONTRACT

Signature: _____ Date: _____ SEAL

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of 20____,

Name of person acknowledging

Signature of Notary Public

Personally Known ___ OR Produced Identification ___ Type of ID: _____

NOTICE OF COMMENCEMENT

Permit No. _____

Parcel No. _____

State of Florida
County of Bay

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**.

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____
Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____
Address: _____

Contractor Name: _____

Address: _____ Phone Number: _____

Payment Bond Surety: _____

Address: _____

Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____

Address: _____ Phone Number: _____

Person 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 _____ Phone Number: _____

In addition to himself or herself, Owner designates _____
of _____ to receive a copy of the Lienor's **Notice**
as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner: _____

STATE OF _____
COUNTY OF _____

Sworn to, Subscribed and Acknowledged before me by means of (____) physical presence or (____) online notarization, on this _____ day of _____, 20____ by _____, who (____) is personally known to me or (____) produced identification _____.

Notary Public
NOTARY SEAL

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER 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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.



Florida Product Approval Affidavit

In complying with Chapter 17 of the Florida Building Code, I _____ as the contractor/builder, attest the structure to be built or renovated at _____ will comply with the established standards for performance of products and materials set forth by the product approval guidelines as required by 553.842 Florida Statute and 61G20-3 Florida Administrative Code.

Information and approval numbers of the building components will be available at the time of inspection of these products to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Applicant signature

Date

STATE OF FLORIDA
COUNTY OF BAY

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

(Signature of Notary Public - State of Florida)
(Notary Stamp or Seal)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Photovoltaic Checklist

Photovoltaic Solar Permit Guidelines

For the successful completion of your application, the following process is required:

1. Miscellaneous Application
2. Notice of Commencement (if applicable)
3. Owner Builder Affidavit (if owns and occupies)
4. Identify the on-site location (site plan) showing all related equipment.
 - a. Indicate back-up battery location¹
5. Rough layout showing location of solar panels on roof (2 copies) (see fillable example)
6. Photovoltaic Engineering (2 copies) (see fillable example)
 - a. Panels mount (tie down) structural attachment

Code Compliance Information

1. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design. Refer to 106.1 Florida Building Code and 471.003.2(h)2.a Florida Statute: Identification of design professional of the photovoltaic system.
2. Chapter 16 Florida Building Code: structural mounting, attachments and design of all equipment shall be F.B.C. 2007 compliant.
3. 304.4.1. and 502.5.3 of the Florida Building Code. Are storage batteries being used? If so, size and type?
4. Has mechanical (battery ventilation) and fire requirements been addressed, as necessary?
5. Chapter III NEC (National Electrical Code): Identify type and size of conductors, conduit or raceways. Is it suitable for installation in the outdoor (sun, heat and wet) environment?

¹ Applied for by a Solar contractor. Electric is applied for by Subcontractor.

Photovoltaic Checklist

6. 110.3(B) NEC Installation and use all equipment shall be installed per instructions on it's listing or labeling.
7. Transfer switch, manual or automatic. Detail to be shown for all switching equipment and methods from and to public utility electrical system.
8. 240.24. NEC: Each occupant shall have ready access to all over current devices which protect the conductors and equipment of that occupancy.
9. Photovoltaic installations shall comply with all National Electric Code requirements, especially those stipulated in article 690 of the 2005 (NEC):
 - a. 690.4(c) NEC: Identify services string connections, not to interrupt conductors if a module is removed.
 - b. 690.4(d) NEC: Provide specifications of inverter, and assure identification for use in solar photovoltaic systems.
 - c. 690.5. NEC: ground fault protection requirements satisfied?
 - d. 690.6. NEC: inverter modules device and systems.
 - e. 690.8(A) NEC: Technical data. Show calculations which were used to derive the maximum circuit current.
 - f. 250 NEC: Detail grounding electrode system of utility service and photovoltaic system.
 - g. 690 III NEC: Identify location of disconnecting means and other related P.V. systems at this structure.
 - h. 690 IV NEC: use approved wiring methods.

[Click here](#) for the Expedited Permit Process for PV Systems Help Guide or visit www.solarabcs.org.

Photovoltaic Checklist

Permit Process for Small-Scale PV Systems

The information in this guideline is intended to help local jurisdictions and contractors identify when PV system installations are simple, needing only a basic review, and when an installation is more complex. It is likely that 50%-75% of all residential systems will comply with these simple criteria. For projects that fail to meet the simple criteria, a resolution steps may be suggested to provide a path to permit approval.

Required information for Permit:

1. Site plan showing location of major components on the property. This drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan). PV arrays on dwellings with a 3' perimeter space at ridge and sides may not need separate fire service review.
2. Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and ac connection to building (see supplied standard electrical diagram).
3. Specification sheets and installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

Step 1: Structural Review of PV Array Mounting System

Roofing Information:

Is the array to be mounted on a defined, permitted roof structure? Yes No

If No due to non-compliant roof or a ground mount, submit completed worksheet for the structure WKS1.

1. Is the roofing type lightweight (Yes = composition, lightweight masonry, metal, etc...) _____
If No, submit completed worksheet for roof structure WKS1 (No = heavy masonry, slate, etc..).
2. Does the roof have a single roof covering Yes No
If No, submit completed worksheet for roof structure WKS1.

Mounting System Information:

1. Provide details of structural attachment certified by a design professional
2. For manufactured mounting systems, fill out information on the mounting system below:

Photovoltaic Checklist

- a. Mounting System Manufacturer _____ Product Name and Model # _____
- b. Total Weight of PV Modules and Rails _____ lbs
- c. Total Number of Attachment Points _____
- d. Weight per Attachment Point (b÷c) _____ lbs (if greater than 40 lbs, see WKS1)
- e. Maximum Spacing Between Attachment Points on a Rail _____ inches (see product manual for maximum spacing allowed based on maximum design wide speed)
- f. Total Surface Area of PV Modules (square feet) _____ ft²
- g. Distributed Weight of PV Module on Roof (b÷f) _____ lbs/ft²
If distributed weight of the PV system is greater than 5 lbs/ft², see WKS1.

Step 2: Electrical Review of PV System (Calculations for Electrical Diagram)

In order for a PV system to be considered for an expedited permit process, the following must apply:

1. PV modules, utility-interactive inverters, and combiner boxes are identified for use in PV systems.
2. The PV array is composed of 4 series strings or less per inverter, and 15 kW_{STC} or less.
3. The total inverter capacity has a continuous power output 13,440 Watts or less.
4. The ac interconnection point is on the load side of service disconnecting means (690.64(B)).
5. The electrical diagram (E1.1 on page 4) can be used to accurately represent the PV system.

Fill out the standard electrical diagram completely. A guide to the electrical diagram is provided to help the applicant understand each blank to fill in. If the electrical system is more complex than the standard electrical diagram can effectively communicate, provide an alternative diagram with appropriate detail.