



VILLAGE OF PINECREST
Building & Planning Department

PERMIT CHECKLIST

For SOLAR THERMAL or SOLAR PHOTOVOLTAIC INSTALLATIONS
Permit Submittal Period Monday through Friday 8:00 a.m. to 2:00 p.m.

General Requirements

Permit Application (Must be signed and notarized by the Owner)

Solar Thermal Master Permit - May be obtained by:

- Certified Solar Contractor (residential installation only)
- Certified and/or Registered Plumbing Contractor
- Sub-Permits (tied to a Master Permit)
- Building/Structural/Roofing

NOTE: If roofing work does not exceed 18" around penetration, a sub-permit is sufficient. Otherwise, a separate Building/Structural/Roofing permit is required.

Photovoltaic Master Permit - May be obtained by:

- Certified Solar Contractor
- Certified and/or Registered Electrical Contractor
- Sub-Permits (tied to a Master Permit)
- Building/Structural/Roofing

NOTE: If roofing work does not exceed 18" around penetration, a sub-permit is sufficient. Otherwise, a separate Building/Structural/Roofing permit is required.

- Electrical

NOTE: If Master Permit is pulled by Certified Solar Contractor (and is not a Certified/Registered Electrical, Contractor), connections to FPL lines or house lines must be done by Electrical Contractor under separate permit.

Owner Notification (Must be signed by the Owner)

Two (2) sets plans (Plans shall be dimensioned and drawn to scale)

Complies with the Land Development Regulations:

Division. 5.27. - Alternative energy systems and environmental conservation.
Click on the following link:

https://www.municode.com/library/fl/pinecrest/codes/code_of_ordinances?nodeId=COORVIPL_CH30LADERE_ART5ADRE_DIV_5.27ALENSYENCO

Construction documents/specifications:

Solar Thermal:

1. Provide plumbing riser diagram showing piping layout.
2. Provide specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, solar modules, 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 (both uplift and lateral forces), additional loading, and any site conditions.

Photovoltaic:

1. Provide 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). Design in accordance to the National Electrical Code Article 690 Solar Photovoltaic AC Systems, in its entirety.
2. Provide specification sheets, installation materials (if available) for all manufacture 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 (both uplift and lateral forces), 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. Provide electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.
6. Plans must be signed and sealed by a Professional Engineer if:
 - a) The system has a value of more than \$50,000, or;
 - b) The systems has an aggregate service capacity of 600 amperes (240 volts) or more for a residential electrical system, or:
 - c) The system has an aggregate service capacity of 800 amperes (240 volts) or more for a commercial or industrial electrical system.

Hybrid Systems (Combination of both Photovoltaic system with Solar Thermal System). This type of system shall meet the permitting requirements for both.

Roof Plan - 2 sets to scale, indicating the location of solar panel installation.

Florida Solar Energy Center (FSEC) System Approval - All solar systems drawings shall be accompanied with a FSEC System Certification Approval form for the proposed solar system.

REVISIONS

- Submit only the sheets that are being revised (2 sets)
- Narrative - Identifying purpose of revision and what is being revised (attached to each set) on company's letterhead paper.
- Application number and 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 modules.

INSPECTIONS

Building departments shall inspect all 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 - Time of Installation and Final
- Zoning - Final
- Plumbing - Final

Photovoltaic:

- Building/Structural/Roofing - In-progress Inspection for Fasteners and Final
- Zoning - Final
- *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 jobs larger than 20Kw.)
* Solar or Electrical Contractor must be on site for inspection

Hybrid Systems:

- Building/Structural/Roofing - Time of Installation and Final
- Zoning - Final
- 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
- Proof of Worker's Compensation Insurance

Notice of Commencement

A Notice of Commencement is required to be filed and recorded when the value of the permitted work on your property is \$2,500 or greater, per Florida Statute Chapter 713.

- 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.