

# Simplified Solar Checklist and Permit for the (City/Town/Other) of \_\_\_\_\_

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This simplified permitting checklist and application has been adopted by the (City/Town/Other) of \_\_\_\_\_ to facilitate the installation of small solar photovoltaic systems. Section 1 provides a permitting decision timeline and information on fees and submission. Applicants wishing to receive a permit under the simplified solar application process must first verify that the proposed project is eligible via the checklist in Section 2 and the must supply all information requested under Section 3.

## Section 1. Timeline, Fees, and Submission

This application may be submitted via email to \_\_\_\_\_. It may also be submitted in person at \_\_\_\_\_.

The fee for application processing is \$XX, due at time of submission and payable via \_\_\_\_\_.

Permit determinations will be issued within **14** days of receipt of a complete application and fee. Notice of an incomplete application will be provided within **7** days of receipt. If an inspection is required, it will be scheduled within **7** days of inspection request.

## Section 2. Streamlined Permit Eligibility Checklist

Verify that the proposed installation complies with each item in the eligibility checklist below. If the installation does not comply with any item, the project cannot be permitted under this streamlined process and must be permitted through the (City/Town/Other) of \_\_\_\_\_'s standard permitting process. Any violations identified in the inspection process must be addressed and are subject to penalty.

### 1. CONTRACTOR REQUIREMENTS

The contractor performing the solar installation holds the necessary licenses and permits to perform this work in this jurisdiction, including (list specific licensing requirements in jurisdiction).

### 2. MAXIMUM CAPACITY

The capacity of the proposed PV project is less than 10 KW.

### 3. PROJECT LOCATION

The proposed PV project will be a rooftop system.

**4. PROJECT CODE COMPLIANCE**

The structure that the proposed project will be mounted on is code-compliant and the proposed solar installation is compliant with all relevant fire and electrical codes, including setback requirements

**5. ZONING VARIANCE**

The proposed solar installation will not require a zoning variance.

**6. EQUIPMENT STANDARDS**

The proposed solar system has been certified by the Florida Solar Energy Center.

**7. WEIGHT LIMIT**

The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.

**7. MODULE TILT**

To mitigate wind loads, the proposed system will be mounted flush against the roof surface or tilted with no more than an 18 inch gap between the module frame and the roof surface.

**8. ELECTRICAL CONNECTION**

The proposed solar installation is composed of 4 series strings or less.

**9. HISTORIC/ARCHITECTURAL REVIEW**

The proposed solar installation is not located on a building subject to historic or architectural review.

**Section 3. Streamlines Permit Application**

**1. SITE OWNER INFORMATION**

Site Owner Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Site Address

Street: \_\_\_\_\_ City: \_\_\_\_\_

Zipcode: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**2. SITE INFORMATION**

Building Type: Residential Commercial Number of floors: \_\_\_\_\_

Roofing Material: \_\_\_\_\_ Weatherproofing Method:  
\_\_\_\_\_

### 3. CONTRACTOR INFORMATION

Contractor Contact Information

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email:  
\_\_\_\_\_

Business Address

Street: \_\_\_\_\_ City: \_\_\_\_\_  
Zipcode: \_\_\_\_\_

License #: \_\_\_\_\_

### 4. SOLAR SYSTEM INFORMATION

Module Information

Quantity: \_\_\_ Manufacturer: \_\_\_\_\_ Model:  
\_\_\_\_\_

Inverter Information

Quantity: \_\_\_ Manufacturer: \_\_\_\_\_ Model:  
\_\_\_\_\_

Mounting System Information

Manufacturer: \_\_\_\_\_ Model:  
\_\_\_\_\_

Is the mounting system an engineered product designed to mount solar panels?

Yes No (provide structural attachment details in a letter certified by a design professional)

System Weight/Arrangement

Total weight of module and rails (lbs): \_\_\_\_\_

Number of Attachment Points: \_\_\_\_\_ Weight per attachment point (lbs):  
\_\_\_\_\_

Maximum spacing between attachment points (inches): \_\_\_\_\_

Total surface areas of modules (sqft): \_\_\_\_\_ Module weight per sqft (lbs):  
\_\_\_\_\_

### 5. SITE PLAN

Provide a site plan showing the location of solar system components and other equipment on structure (including, but not limited to, the solar array with orientation and tilt noted, electrical service connection, utility meter, and inverter).

## 6. ELECTRICAL DIAGRAM

Provide an electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and ac connection to building.

## 7. MANUFACTURER SPEC SHEETS

Provide manufacturer spec sheets for all system components.

## 8. WIND LOAD CALCULATIONS

Provide the wind uplift zone (per ASCE-7) of the roof where the solar system is to be installed and the wind uplift pressure for that zone. Provide documentation that the proposed system is able to meet calculated load.