



SOLAR SYSTEM PERMITTING CHECKLIST

Solar Thermal and/or Photovoltaic

STEP ONE: PRE-APPLICATION SCREENING (Ground mounted systems only)

This step is to ensure system placement complies with the County's land development regulations

Submit your site drawing at: <https://growth-management.alachuacounty.us/preapp>

STEP TWO: LICENSING AND REGISTRATION

Contractors must be licensed by the State and registered with Alachua County

- Solar Contractors (PV) may obtain a building permit for either Solar Thermal or Photovoltaic
- Plumbing Contractors may obtain the master permit in the Solar Thermal category
- Electrical Contractors may obtain the Electrical permit in the Photovoltaic category if a building contractor obtains the building permit for the installation of the panels

Licensing Application: http://growth-management.alachuacounty.us/formsdocs/BLD_New_Contractor_Appl.pdf

E-Permitting Registration: <http://growth-management.alachuacounty.us/Building/EPermits>

STEP THREE: PERMIT APPLICATION

Submit your solar permit application either through our e-permit portal or in person at our office. Homeowners applying as an owner-builder must apply in person at our office. All permit types require **two sets** of all required documents and drawings, dimensioned and drawn to scale, accompanied by a System Approval Report from the Florida Solar Energy Center (FSEC). Please understand that every project is unique so you may be asked to provide additional information.

Note: If GRU is the electrical utility provider, a signed customer agreement is required.

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 (such as ground mount frame details.)

Photovoltaic

1. Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter disconnect, grounding, required signs and AC connection to building.
2. Specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s) combiner box, disconnect, optimizer, rapid shutdown system and mounting system.
3. Provide 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. Provide warning labeling requirements.

5. 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.
6. 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 and Solar Thermal systems)

This type of system must meet the permitting requirements for both permit types.

Roof-Mounted Systems

Must include two full sets of roof plan (to scale) indicating the location of solar panel installation

Revisions

1. Submit only the sheets that are being revised (2 full sets)
2. Narrative – identifying the purpose of the revision and what is being revised (attached to each set) on company's letterhead paper
3. Provide permit number and address of project
4. All revisions must be identified and clouded on the plan sheets

STEP FOUR: INSPECTIONS

Building inspectors will inspect all Solar Thermal and Photovoltaic systems. More than one inspection may be performed during an inspection visit (by inspector properly licensed in the trade they are inspecting.)

Solar Thermal

1. Plumbing – final

Photovoltaic

1. Electrical – rough-in (for new construction and larger jobs)
2. Electrical – final (normally a single final inspection can cover everything on a retrofit residential installation)

Hybrid Systems

1. Electrical – rough-in and final
2. Plumbing – final

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 that is improved. This document must be recorded at the Official Records Office of the Alachua County Clerk of Courts at 201 E University Avenue (Alachua County Civil Courthouse) prior to receiving your inspections. You may call their office at 352-374-3625 if you have any questions relating to your document.

A Notice of Commencement is required for 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 already been filed.

A Notice of Commencement is not required with a mechanical permit to repair/replace an existing heating or air conditioning system in an amount less than \$7,500 per Florida Statute 713.135(d).

Note: 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.