



## City of Lake City Growth Management

173 NW Hillsboro St Lake City, FL 32055

PH: 386-719-5754 Email: [Permits@lcfla.com](mailto:Permits@lcfla.com)

### **Solar (Thermal/Photovoltaic) Checklist**

Required Permit Applications: City of Live Oak Permit Application (Plumbing and/or Electrical checked)

- Construction Documents/Details
- Roof Plan - Scale drawing Indicating the location of the solar panel's being Installed on the roof.
- Roof Warranty Notice for Residential or Commercial Roof (Whichever Applies)
- For Solar Thermal Systems
- Plumbing riser diagram showing the piping layout (type, size, and anchor details)
- Specification sheets, installations manual (If available) for all manufactured components including, but not limited to, solar panel, recirculation pumps, supporting frames and mounting,
- 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,
- For Photovoltaic Systems:
- Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter disconnect, grounding, required signed and AC connection to building,
- Specification sheets with listings of all components, installation manuals (if available) for all manufactured components Including, but not limited to, PV modules, inverter(s), combiner box, disconnect, and mounting system,
- Provide the attachment details, flashing details, construction design for the unit and any support frame members (sealed by the appropriate design professional) for the Wind Zone, additional loading, and any site conditions,
- 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.
- Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.
- For Hybrid Systems (Combinations of both Photovoltaic System with Solar Thermal Systems): This type of system shall meet with permitting requirements for both items listed above. Choose one of the following:
  - Florida Solar Energy Center (FSEC) System Approval Report -All solar systems drawings shall be accompanied with a FSEC Approval report -Or-
  - Signed and Sealed Engineered Drawings.
  - Contractors

- Solar Contractors (PV) may obtain the Plumbing or Electrical permit for the Installation of either Solar Thermal or Photovoltaic systems.
- Plumbing Contractors may obtain the Plumbing permit for the installation of the Solar Thermal system.
- Electrical Contractors may obtain the Electrical permit for the Installation of the Photovoltaic system.

**Solar Photovoltaic Affidavit by contractor submitted or posted on project site for Final Inspection. This affidavit does not take the place of a qualified technician to be present for the Final Inspection**

Notice of Commencement In accordance with Section 713.13 of the Florida Statutes, a Notice of Commencement (NOC) Is required for the construction of, Improvements to, alteration of or repair of real property. The Notice of Commencement must be recorded with Columbia County In the Office of the Clerk of Courts where the real property is located. A Notice of Commencement Is required to be submitted when the contract price is greater than \$5,000.00. A recorded and certified copy of the NOC shall be submitted prior to the first inspection



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### Residential Roof Warranty Notification to Owner

Permit number: \_\_\_\_\_

Property address: \_\_\_\_\_

Your contractor has applied for a permit to install a solar heating or photovoltaic system anchored to the roof structure of your home. As a condition of Issuing such a permit, the City requires that you acknowledge that you are fully aware of the following Issue:

If your roof covering is under warranty- the warranty on the roof covering may be voided by the roofing firm that holds the warranty and/or the roof covering manufacturer If you permit anyone to penetrate the roof covering (as proposed by your contractor) without the consent of the warranty holder. You should read your roof covering warranty very carefully and/or contact the roofer that holds the warranty prior to initiating this work to make sure that you are not Jeopardizing any remaining warranty on the roof covering. The roof warrantor may wish to coordinate the penetration work with the solar or photovoltaic contractor to preserve your warranty.

Please acknowledge that you have received and read this document by signing and dating this form below. Your contractor will need to submit this notification with the permit application. If you have any questions regarding this matter, please do not hesitate to contact us at 386-719-5754.

Print Homeowners Name: \_\_\_\_\_

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by whom is (Check one) \_\_\_\_\_ personally known to me or \_\_\_\_\_ has provided the following identification.

Type of Identification Provided: \_\_\_\_\_

Notary Public's Signature: \_\_\_\_\_

(Notary Seal)



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**This affidavit shall be submitted prior to scheduling the Final Inspection. This affidavit shall not replace the requirement for a qualified technician to be present at the time of the Final Inspection.**

Permit: \_\_\_\_\_

Project Address: \_\_\_\_\_

I, \_\_\_\_\_, licensed as a: \_\_\_\_\_ Contractor,  
\_\_\_\_\_ Engineer, or \_\_\_\_\_ Architect – License #: \_\_\_\_\_

On \_\_\_\_\_, I personally inspected all of the solar photovoltaic panels, \_\_\_\_\_ roof and/or \_\_\_\_\_ ground mounted, attachments and found the panels to have been mounted and fastened in accordance with the requirements of the 2023 8th Edition of the Florida Building Codes and the 2020 Edition of the National Electric Code (NEC) and the reviewed and approved engineer's plans for the installation located at the above address. Based on my examination and inspection, I hereby certify that, to the best of my knowledge, this installation has been done in accordance with the requirements of the above codes and the approved plans.

\_\_\_\_\_  
Contractor Printed Name

\_\_\_\_\_  
Contractor Signature

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ by  
\_\_\_\_\_ who is \_\_\_\_\_ personally known to me, \_\_\_\_\_ or who has produced  
Identification. \_\_\_\_\_ identification.  
(type of ID)

\_\_\_\_\_  
Signature of Notary Public State of Florida

\_\_\_\_\_  
Expiration Date



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### **SOLAR PHOTOVOLTAIC SYSTEM INSPECTION PROCESS**

#### **For New Roof-Mounted Solar Photovoltaic Systems:**

A Solar Photovoltaic Electrical Final inspection for a roof-mounted system shall be scheduled when the installation is complete and ready for use. The installing contractor shall have a technician on site for this final inspection. This final inspection will consist mounting brackets for the roof, micro processors, inverters, charge controllers, batteries, disconnects, and all the required labeling of all equipment. The inspector shall have the technician open all boxes and cabinets, including the existing electrical panel, to verify connections and that all solar photovoltaic components, electrical connections, and materials installed are listed and match the approved submittals, and that the wiring and grounding methods comply with the NEC, and confirmed by a completed notarized Solar Photovoltaic Installation Affidavit posted at the project site for the Final Inspection. The inspector shall have the proper Electrical Utility Company notified by e-mail that the installation was inspected and approved. This notification will clear the electrical utility company to set the proper meter.

#### **For New Ground-Mounted Solar Photovoltaic Systems:**

The posts and structural framing for the mounting of the arrays shall be scheduled for the day that the contractor will be in the act of installing these items and before the solar arrays are installed. At this inspection, the inspector will verify that the materials and methods of installation of the structural frame and posts match the approved submittals and engineering. If applicable, a Footing inspection should be scheduled prior to pouring and concrete footers, or the Solar Photovoltaic Affidavit shall be completed and signed.

The Electric Underground Wiring Method shall be after the contractor has installed the conduit(s) in the ditch but before backfilling the ditch as the inspector shall have to verify the depth of the conduit per the applicable section of Article 300 of the currently adopted edition of the National Electric Code by the State of Florida (fs 553).

The Final Solar Photovoltaic Electrical inspection shall be when the entire system has been completed, including a minimum of a four (4) foot high fence enclosing the array(s). This fence is in addition to a yard fence. This inspection will be a final inspection of the entire system, with the technician present, and include the inverters, charge controllers, batteries, disconnects, and all properly labeled equipment. The inspector shall have the technician open all boxes and cabinets, including the existing electrical panel, to verify connections and that all solar photovoltaic components, electrical connections, and materials installed are listed and match the approved submittals, and that the wiring and grounding methods comply with the NEC, and confirmed by a completed notarized Solar Photovoltaic Installation Affidavit posted at the project site for the Final Inspection. The inspector shall

have the proper Electrical Utility Company notified by e-mail that the installation was inspected and approved. This notification will clear the electrical utility company to set the proper meter.

**For Removal and Re-Installation of Roof-Mounted Solar Photovoltaic Systems for Re-Roof or Roof-Over Projects:**

Prior to the issuance of a roofing permit, the roofing contractor shall provide a separate permit by a Certified Electrical Contractor or a Solar Photovoltaic Contractor for the disconnection and re-installation of the solar photovoltaic system.

The installation contractor shall have a technician on site for this final inspection. This final inspection will consist of mounting brackets for the roof, micro processors, inverters, charge controllers, batteries, disconnects, and all the required labeling of all equipment. The inspector shall have the technician open all boxes and cabinets, including the existing electrical panel, to verify connections and that all solar photovoltaic components, electrical connections, and materials installed are listed and match the approved submittals, and that the wiring and grounding methods comply with the NEC, and confirmed by a completed notarized Solar Photovoltaic Installation Affidavit posted at the project site for the Final Inspection. The inspector shall have the proper Electrical Utility Company notified by e-mail that the installation was inspected and approved. This notification will clear the electrical utility company to set the proper meter.