SolarReadyFlorida

SOLAR PERMIT CHECKLIST

September 2014

Solar Ready II

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This simplified permitting checklist and application is 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 and Submission

This application may be submitted in person at the City of Bonita Springs permit counter. 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 Bonita Springs 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

Name: _____
Phone: _____
Email: _____
Site Address:
Street: _____
City: _____ Zipcode: _____
Strap #: _____

2. SITE INFORMATION

Building Type: ☐ Residential ☐ Commercial Number of floors: _____
Roofing Material: _____
Weatherproofing Method: _____

3. CONTRACTOR 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 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.