



**City of Lake Wales Planning and Development
Building Division**

SOLAR SUBMITTAL CHECKLIST

For Residential Rooftop Solar

What type of permit is required?

- An Electrical permit.

Who can obtain the permit?

- Electrical Contractors (EC,ER)
Note: if an Electrician obtains permit, requires CWC, CVC, GC, BC or RC required to sign on with completed sub-contractor application.
- Solar Contractors (CWC,CVC)
 - Note: if a Solar Contractor obtains the Electrical permit for the photovoltaic system, an Electrical Contractor is still required sign on with a sub application for all wiring on the load side of the power conditioning unit (inverter).

What other forms are needed besides the permit application?

- Florida Solar Energy Center (FSEC) "Photovoltaic System Approval Certificate" documentation.
<http://www.floridaenergycenter.org/en/certification-testing/pv/index.htm> OR
Electrical Engineer signed and sealed
- If the value of the work is more than \$2500.00 a Notice of Commencement is required.

Can application be made online?

- An application can be downloaded and emailed, however plans are required to be delivered and a minimum of 10pt print and 1/8" = 1' scale. You can make submittal online with electronic seals to expedite plan review.(email to mtripp@LakeWalesfl.gov, put in subject line of email "SOLAR PLAN REVIEW" and ADDRESS)

What codes are applicable?

- Florida Building Code, Residential 6th Edition, viewable online at www.floridabuilding.org
- 2014 National Electrical

What are the Structural plan requirements?

- Submittals, 2 sets of plans including but not limited to:
- Details signed and sealed by a Florida Engineer showing how the panels are attached to the roof.
- Structural plans must note and/or show
 - Building code edition and applicable sections
 - Wind speed
 - Search “ATC Wind Speed by Location” ○ Exposure, Risk Category , and Minimum design loads ○ Roof height and slope ○ Roof covering
 - Roof plan showing module location
 - Installation is not allowed closer than 3 feet to valleys, ridges, or roof edges
 - Support rail and module dimensions, weights, materials, and methods of attachment (may be supplemented by product cut sheets)
 - Fastener type, material, diameter, length, and spacing (may be supplemented by product cut sheets)
 - Penetration flashing and waterproofing as applicable (may be supplemented by product cut sheets)

What are the Electrical plan requirements?

- 2 sets of plans including but not limited to:
- Florida Solar Energy Center (FSEC) approval OR Signed and sealed by Electrical Engineer
- System description and operation; including but not limited to whether the system is:
 - Stand-alone, or non-grid connected system ○ Utility interactive
 - Battery backup ○ Fossil generator included in system
- Site plan showing locations of all new equipment and existing service equipment.
- Riser diagram showing how new PV system ties into existing service.
- Electrical schematic diagram showing – PV array configuration – Wire sizes and types Junction boxes – Disconnects – Overcurrent protection - Grounding – Required signs - AC connection to building
- Electrical calculations showing - Wire sizing has been determined with proper ampacity - Temperature derating - Conduit fill derating

Voltage drop for all DC and AC conductors - Ambient temperature effects on PV array output - Sizes of disconnects and overcurrent protection - Input and output current

Voltage and power specifications for all major pieces of equipment

- Specification sheets and installation manuals for all manufactured components, including but not limited to - PV modules - Inverters - Combiner box - Disconnect - Mounting system
- For battery backup systems, 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.

How much will the permit cost?

- The permit fee will be based on the total cost for all materials, labor, and fixtures installed.

Please note:

- If the value of the work is more than \$2500.00, before the first inspection, a certified copy of the Notice of Commencement must be provided to our office and posted on the jobsite.
- The contractor is responsible for placing the inspection record card and approved stamped plans on the jobsite before inspections.

What inspections are required?

- Solar in Progress
- Solar Final

How can inspections be scheduled?

- Email permitting@LakeWalesfl.gov
- By phone 863- 678-4182 ext.501 (cut off time is 4:00pm daily)

What if the plans change during construction/after the permit is issued?

- Submit revised plans and supporting documentation with Revision form.
- Structural plans must be signed and sealed as applicable.
- The Revision must be approved by plan review.

The contractor must place the stamped revised plans on the jobsite before applicable inspections.