



Solar (Thermal/Photovoltaic) Checklist

Required Permit Applications:

- Palm Beach County Universal Permit Application (Plumbing and/or Electrical checked)
- Roof Warranty Notice for Residential or Commercial Roof (Whichever Applies)

Construction Documents/Details

- Roof Plan – Scale drawing indicating the location of the solar panel's being installed on the roof
 - 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

Revisions After Permits Are Issued

- Submit only 1 copy of the sheets being revised (*Complete set not required*).
- Include a Revision Contract Cost Statement (RCCS), identifying the purpose of the revision and what is being revised.
- All revisions shall be identified and clouded.



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.

Inspections

Solar Thermal

- Plumbing Permit
 - STS – Solar Attachment in Progress
 - P Plumbing Rough
 - P Plumbing Final

Photovoltaic

- Electrical Permit Inspections
 - STS – Solar Attachment in Progress
 - ELE – Underground Electric (if applicable)
 - ELE Electrical Rough
 - ELE Electrical Final

Contractor Requirements

Contractors are required to submit their license and insurance to the City of Boca Raton Business Tax Section. All Licenses and Insurances must be current and up to date at time of permit issuance.

The following items can be submitted to BusinessLicenses@MyBoca.us

- Complete Contractor Registration
- Proof of State or County License
- Proof of Workers Compensation Insurance
- Proof of General Liability Insurance

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 Palm Beach County or in the Office of the Clerk where the real property is located.

A Notice of Commencement is required to be submitted when the contract price is greater than \$2,500.00. A recorded and certified copy of the NOC can be submitted with the permit application.

Every project is unique, so additional information may be requested.