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Solar Photovoltaic System Checklist

WHAT TYPE OF LICENSE IS REQUIRED?

- When an Electrical Contractor (EC license) pulls a Solar Panel Permit, they are required to have a Roofing Contractor (CCC license) to pull a structural sub-permit for the attachment of solar panels.
- If a Solar Panel Contractor (CVC license) pulls a Solar Panel permit they do not need a roofing contractor to pull a sub-permit to perform the attachment, but will require an Electrical Contractor (EC license).

Job address: _____

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) from a licensed Electrical/Solar panel contractor; additional applications will be needed for the sub-permits.

Submit roof plan, a scale drawing indicating the location of the solar panels installation on the roof.

Submit the [Mandatory Countywide Roof top Mounted Equipment Affidavit](#) (Board Policy 22-03)

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.

Electrical diagram showing PV array configuration, wiring system, over-current 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 supporting 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. Must be protected by impact and location must be indicated. Fire detection is required. Interconnect smoke alarms throughout the dwelling and in garage.

Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.

Submit a recorded [NOC- notice of commencement](#) if the job value is greater than \$2,500.00. If pending the submittal of an NOC it will not hold a permit from issuance, but it will hold the first inspection scheduling.

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Email Address

Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1