



Community Development Department

Building Construction Services

18400 Murdock Circle, Port Charlotte, FL 33948
Building Phone: 941.743.1201 - Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 - Zoning Fax: 941.743.1598

BuildingConstruction@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number

20

Application Date

CSR Initials

Simplified Solar (PV) Permit Checklist and Permit Application

Applicants wishing to receive a permit under the simplified solar application process must first verify that the proposed project is eligible via the checklist and must supply all the information requested in the form.

- ☐ **CONTRACTOR REQUIREMENTS** - Permit must be pulled by a licensed Contractor or Owner/Builder. The contractor performing the solar installation holds the necessary licenses and permits to perform this work in this jurisdiction, actively registered with the County, with up-to-date license and insurance information. If Owner/Builder must personally appear to sign the Owner-Builder Affidavit.
- ☐ **LOCATION** - The proposed PV project will be a rooftop system or on the ground.
- ☐ **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.
- ☐ **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.
- ☐ **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.
- ☐ **ELECTRICAL CONNECTION** - The proposed solar installation is composed of 4 series of strings or less.
- ☐ **HISTORICAL/ARCHITECTURAL REVIEW** - The proposed solar installation is not located on a building subject to historic or architectural review.
- ☐ **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.

Permit Application and Required Documents (2 sets minimum)

- ☐ **APPLICATION:** Provide completed Solar Permit Application. Proof of ownership will be required if the ownership on Property Appraiser website differs from the permit application. A certified copy of recorded Notice of Commencement (NOC) is required for all jobs over \$5,000.
- ☐ **CONSTRUCTION DOCUMENTS:** Electrical diagram; Signed and sealed engineering of the Solar PV system (electrical and structural) OR FSEC certification (Florida S.S.377.705(4)(d)); manufacturer specifications of Solar PV equipment, load calculations; and Roof Structure Affidavit. The roof tops must have the racks/attachment information. The ground mounted must have the engineering for the racks and foundation.
- ☐ **ELECTRICAL DIAGRAM:** Provide an electrical diagram showing PV array configuration, wiring method, over-current protection, inverter, disconnects, required signs and ac connection to the building.
- ☐ **SITE PLAN/ROOF PLAN:** Provide a site plan/Roof plan showing the location of the solar system components and other equipment and structures on the site. Include location of the electrical service and point of interconnection.
- ☐ **WINDLOAD CALCULATIONS AND WEIGHT LIMIT:** For rooftops, please provide the wind uplift zone (per ASCE-7) of the roof where the solar system is to be installed. And for on the ground mounting systems, provide the designed wind uplift pressures required for the location and height of the system. For rooftops, 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. Provide documentation that the proposed system can meet calculated load that are signed and sealed by a design professional. Attachment details by manufacturer or signed and sealed engineering is required.
- ☐ **ROOF STRUCTURE AFFIDAVIT:** Provide roof structure affidavit certifying integrity of the roof structural members and proposed additional load.



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Job Site Details

Description of work to be done _____

Address:

Number & Street

Type:(St., Dr., Pkwy., Blvd., etc.)

City

State

Zip

Parcel ID:

Building #:

Unit #:

Zoning Class:

This building will be used as _____ Construction Cost (excluding lot but including labor): _____

Owner Information

Name: _____

Address:

Number & Street

Type:(St., Dr., Pkwy., Blvd., etc.)

City

State

Zip

Email: _____ Phone No. : _____

Contractor Information

Name: _____

Address:

Number & Street

Type:(St., Dr., Pkwy., Blvd., etc.)

City

State

Zip Code

Email: _____ Phone No. : _____

Contractor's License No.: _____ Fax No.: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

Owners Affidavit: I hereby certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

NOTICE: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state, or federal agencies.

Under penalties of perjury I declare that I have read the foregoing document and that facts stated are true, correct and in compliance with the applicable regulations. F.S.92.525

Contractor/Owner Builder Signature: _____ Date: _____

Print Name: _____

(Owner's signature only if owner is acting as contractor. **An Owner-Builder Disclosure Statement will be required)

NOTICE: Permit is void if construction is not started within 180 days or does not receive an approved inspection within 180 days from date of issue. An approved inspection will extend the permit for an additional 180 days. Starting work prior to issuance of a permit may result in a penalty fee of up to four times the permit fee.



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Solar System Module(s) Quantity	Manufacturer:	Model
Solar System Inverter(s) Quantity	Manufacturer:	Model
Mounting System Manufacturer:	Model	

Is the mounting system and engineered product designed to mount solar panels?

☐ Yes.- Provide manufacturer's specifications ☐ No.- Provide structural attachment details, signed and seal by design professional

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 (sq. ft.)	Module Weight per sq. ft. (lbs)

ZONING: Provide a site plan showing the location of the 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).

ELECTRICAL DIAGRAM: Provide an electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and connection to building.

MANUFACTURER SPEC SHEETS: Provide manufacturer's specification sheets for all system components.

WIND LOAD CALCULATIONS: Provide wind uplift zones (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. Attachment details by manufacturer specs or signed and sealed by a registered design professional are required for solar panels.

Information for installer prior to inspection:

1. Roof attachments are considered to be components of a PV system and are within the scope of the EC, CV, RF or CW Contractor.
2. Installer may install new or replace existing control attached to a cord-and-plug connected solar controller. For a Photovoltaic pump controller, the CV or CW contractor may install new or replace existing direct current power wiring between photovoltaic panel and pump motor.
3. DC circuit wiring from the collector to the inverter may be installed by a CV or EC contractor.
4. AC circuit wiring can only be installed by licensed EC contractor.

Required Inspections:

1. Electric Final - Schedule once all electrical work is complete.
2. Solar Final - Schedule once all plumbing work and installation of solar system is complete.



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OWNER-BUILDER DISCLOSURE STATEMENT (Page 1 of 2)

(Per Florida Statute F-S 489.103.7.b)

PLEASE READ THE STATEMENT BELOW CAREFULLY. FAILURE TO COMPLY WITH THIS STATEMENT SHALL RESULT IN YOUR PERMIT BEING REVOKED BY THE BUILDING OFFICIAL AND MAY RESULT IN FINES UP TO \$10,000.

<input type="text"/> Initials	I understand that State law requires construction to be done by licensed contractor and have applied for an owner/builder permit under an exemption to that law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
<input type="text"/> Initials	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
<input type="text"/> Initials	I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
<input type="text"/> Initials	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. <u>The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease.</u> If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
<input type="text"/> Initials	<u>I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.</u> I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. <u>It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.</u>
<input type="text"/> Initials	I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. <u>I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.</u>
<input type="text"/> Initials	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee.</u> I understand that my failure to follow these laws may subject me to serious financial risk. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850.487.1395 or www.myfloridalicense.com/dbpr/pro/cilb/index.html for more information about licensed contractors.
<input type="text"/> Initials	I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

A recorded Notice of Commencement is required in the Permitting Office prior to the first inspection.



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OWNER-BUILDER DISCLOSURE STATEMENT (Page 2 of 2)

(Per Florida Statute F.S. 489.103.7.b)

Licensed contractors are regulated by laws designed to protect the public. **If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint.** Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Initials

I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

Number and Street

City

Zipcode

Initials

I agree to notify Charlotte County Community Development, Building Division, immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

CHECK THOSE CONTRACTOR CATEGORIES BELOW WHICH WILL BE DONE BY THE OWNER

- | | | | | |
|-------------------------------------|--|-------------------------------------|---|--|
| <input type="checkbox"/> A/C & Heat | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Insulation | <input type="checkbox"/> Cement, Concrete, Masonary | <input type="checkbox"/> Painting and Wallcovering |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Roofing | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Ceramic/Marble/Terrazzo | <input type="checkbox"/> Spa /Swimming Pools |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Solar Systems | <input type="checkbox"/> Drywall | <input type="checkbox"/> Plaster/Stucco/Spraycrete | <input type="checkbox"/> Other (Detail Below) |
| | <input type="checkbox"/> Fence | <input type="checkbox"/> Gas Piping | <input type="checkbox"/> Landscape Irrigation | |

The undersigned applicant agrees to comply with the provisions as outlined herein and with all Federal, State, and Local codes. It is further understood that a violation of any applicable code may result in a stop work order being issued and a cessation of all work until such violation has been remedied. The undersigned applicant for this building permit does hereby certify that Applicant has or will, prior to the performance of any work in connection with the authorization granted under this permit, comply with the provisions of the: Florida Workman's Compensation Act; Social Security Act; Florida Child Labor Laws; Contractor's/Employer's Liability Insurance Requirements; and all other applicable Federal, State, and Local laws, a violation of which may invoke penalties.

Under penalties of perjury I declare that I have read the foregoing document and that facts stated are true, correct and in compliance with the applicable regulations. F.S.92.525

Owner Builder Signature:

Date:

Printed name:

NOTICE: All subcontractors must have a Charlotte County Certificate of Competency. Permit is void if construction is not started within 180 days or does not receive an approved inspection within 180 days from date of issue. An approved inspection will extend the permit for an additional 180 days. Starting work prior to issuance of a permit may result in a penalty fee of up to four times the permit fee.

A recorded Notice of Commencement is required in the Permitting Office prior to the first inspection.



STATE OF FLORIDA
COUNTY OF CHARLOTTE

Notice Of Commencement

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

This Space Reserved for Recording

Permit Number _____

Description of work to be done: _____

Address: _____ Building #: _____ Unit #: _____
Number & Street Name

Tax Folio _____ Lot _____ Block _____ Subdivision _____

Interest in Property _____

Name of Fee Simple Titleholder (if not owner) _____ Phone No. _____

Fee Simple Titleholder Address _____ Fax No. _____

Contractor Name _____ Phone No. _____

Contractor Address _____ Fax No. _____

Bonding Company Name _____ Amount of Bond _____ Phone No. _____

Bonding Company Address _____ Fax No. _____

Lending Company Name _____ Phone No. _____

Lending Company Address _____ Fax No. _____

Persons within the State of Florida designated by the Owner upon whom notices or other documents may be served as provided in Section 713.13(1)(b), Florida Statutes.

Name:	_____
Address:	_____
Phone No.	_____ Fax No. _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's notice as provided in Section 713.13(1)(b), Florida Statutes.

Owner Name _____
Please Print

Owner Address _____

Signature of Owner _____

Seal

State of Florida, County of _____
The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.
Signature of Notary _____
Printed Name of Notary _____
Commission Number _____

Expiration Date of Notice Of Commencement -The expiration date is one year from the date of recording unless a different date is specified.



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Subcontractor Worksheet

This form is to be submitted at the time of Permit Application and must be completed with all information.
Changes in subcontractors are allowed by submitting a Change in Subcontractor form.

Permit Application Number _____

Address: _____ Building #: _____ Unit #: _____

Contractor Name _____ Contractor's Certification or Registration No. _____

Trade	Subcontractor Company Name	Subcontractor Telephone No.	Subcontractor License No.
A/C and Heating			
Electric			
Plumbing			
Roofing			
Gas			
Other: _____			

Contractor Signature: _____

Date _____

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Solar Roof Structure Affidavit

To: Charlotte County Community Development

This certifies that the roof structure at
is premanufactured, in good structural shape, and all panels will be attached as engineered, and that the proposed completed product does not exceed five (5) pounds per square foot and will be installed around and/or into the roof structural members.

Under the penalties of perjury, I declare that I have read the foregoing Roof Structure Affidavit and that the facts stated in it are true.

Name of Owner/Authorized Agent

Signature

Date

A recorded Notice Of Commencement is required in the Permitting Office prior to first inspection.