



THE SUNRISE CITY

FORT PIERCE

BUILDING DEPARTMENT

Florida

Building Department

CHECKLIST FOR SOLAR ELECTRIC PERMITS

Pre-Approval required by:

Planning Department (Only if located in a Historic District or Architectural Design Area)

Fort Pierce Utilities

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note type of system
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies. If commercial also provide a full copy of permit package on 1 USB or flash drive:

- Original Plans with structural attachment details signed and sealed by a Florida licensed Architect/Engineer. (For photovoltaic roof mounted panels and solar thermal.) (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex. (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Sub-contractor agreement for roof penetration, if applicable.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Debris Affidavit
- Electrical Form and Electrical diagram
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**

NOTES:

- If commercial, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.
- Electrical systems with a value of more than \$125,000 or less and; requires an aggregate service capacity of more than 600 amperes (240 volts) on a residential electrical system or 800 amperes (240 volts) or less on a commercial or industrial electrical system; shall be designed by a licensed professional engineer as required by F.S. 471.003(2) (h).

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor. Updated 9/9/21