



MINIMUM PERMIT REQUIREMENTS FOR SOLAR PANELS

- PERMIT APPLICATION(S) COMPLETELY FILLED OUT SIGNED AND NOTARIZED
- HOMEOWNERS ASSOCIATION NOTIFICATION FORM SIGNED BY OWNER
- DOCUMENTED PROOF OF COST; CONTRACT ETC:
- THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN DUPLICATE
- NOTICE OF COMMENCEMENT FOR WORK IN EXCESS OF \$ 2,500.00
- SIGNED AND SEALED DRAWINGS AND DESIGN CALCULATIONS
- FLASHING DETAILS FOR ROOF PENETRATIONS
- ALL DOCUMENTS OUTLINED IN THE GUIDELINES FOR SOLAR PERMITTING
- OWNERS NOTIFICATION SIGNED BY THE OWNER AND CONTRACTOR

**THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS**

GUIDE LINES FOR SOLAR PERMITTING

**Required permits shall only be issued to Certified Electric and Plumbing Contractors.
Solar**

Contractors may obtain permits for residential installations only.

SOLAR THERMAL INSTALLATION

1. Water Heaters, Swimming Pool Heater Installations.

PERMITS

- Primary Permit Plumbing
- Secondary Permit Structural

INSPECTIONS

- Structural Progress and Final
- Plumbing Final

SOLAR ELECTRIC INSTALLATION

2. Electric PV panels

PERMITS

- Primary Permit Electric
- Secondary Permit Structural

INSPECTIONS

- Structural Progress and Final
- Electric Progress and Final

HYBRID INSTALLATION

3. PV Panels system combined with integral solar water systems

PERMITS

- Primary Permit Structural
- Secondary Permit Electric
- Secondary Permit Plumbing

INSPECTIONS

- Structural Progress and Final
- Electric Progress and Final
- Plumbing Final

General Requirements Submittal Requirements F.S./CODE SECTION

1. **Permit Application** FBCB 105.3 BCAP 105.3
2. **Building/Equipment Layout Plan** FBCB 106 BCAP 106
3. **Structural Design**

Photovoltaic Roof

Mounted Panels and Solar Equipment

Submit signed and sealed drawing and design calculations by Licensed Professional Engineer or Registered Architect showing:

- Documentation/verification exposed solar
- panel equipment meet win loads
- Documentation/verification support
- framing meets both uplift and lateral
- forces
- Design of connections for the wind loads
- Documentation/verification structural supports will accommodate additional dead loads

FBCR 4402.11.2 FBCEB 404

FBCR 4403.1.2 FBCEB 707

FBCR 4403.7.8

FBCR 4403.9.1

FBCR 4403.9.2

FBCR 4403.9.3

FBCR 4403.10

4. Roof Design FBCE 611 REFERENCE SEC. 1512-1525 FBC)

- **Building Integrated**

Photovoltaic (BIPV)

Submit a detail of the roof penetration flashing FBCR 4402.1.3 FBCB 1512.3 FBCR 4402.1.2.1 FBCB 1512.2.1

FBCR 4402.5.2 FBCB 1516.2

Mounted Panel

- Submit a detail of the roof penetration flashing Submit clearance requirements FBCR 4402.3 FBCB 1514 FBCR 4402.11.3.1 FBCB 1522.3.1
- **Solar Thermal** Submit a detail of the roof penetration flashing Submit clearance requirements FBCR 4402.3 FBCB 1514 FBCR 4402.11.3.1 FBCB 1522.3.1

5. System Components

- **Solar Water Heater** Submit FSEC Approval/Listing and System Reference Drawing FBCB 101 FBCR N 1112 BCAP 101
- **Solar Water Heater using a PV powered pump** Submit listing for PV panel and pump NEC ARTICLE 690
- **Solar Swimming Pool Water Heater** Manufactures selected system installation manual/detail and system specifications Submit FSEC

Approval/Listing and System

Reference Drawing FBCB 106 BCAP 106 FBCB 101 F.S. 377.705 BCAP 101

- **Photovoltaic System**
- **Electric engineer**

requirements

Plans must be signed and sealed by a Professional Engineer if:

- The system has a value of more than \$ 50,000.00 or
 - The system has an aggregate service capacity of 600 amperes (240 volts) or more for a residential electric system or
 - The system has an aggregate service capacity of 800 amperes (240 volts or more for a commercial or electric system F.S. 471.003(h)
- **Statutory Requirement** FSEC will generate a System Certification Approval Form F.S.377.705
 - **Electrical Diagram** Submit electrical diagram designed in accordance to the National Electric Code Article 690 for Solar Photovoltaic Systems, **in its entirety**. NEC ARTICLE 690
 - **Component**

Documentation

- FSEC Certification F.S. 377.705 **NEC 110.3(b)**

Abbreviations • BCAP - Broward County Administrative Provisions

- FBCB - Florida Building Code, Building Volume
 - FBCEB - Florida Building Code, Existing Building Volume
 - FBCR - Florida Building Code, Residential Volume
 - FS - Florida Statute
 - FESC – Florida Solar Energy Center
 - NEC – National Electric Code
- 901 NW 66TH AVENUE, MARGATE, FL. 33063-3699 TELEPHONE 954-970-3004; FACSIMILE 954-970-3412

OWNERS NOTIFICATION

“Installation of roof mounted photovoltaic or solar support systems typically require roof system penetrations to allow attachment to the structure which create additional long term roof system maintenance requirements and/or jeopardize roof system manufacture’s warranties.

Roof mounted solar systems generally require removal and reinstallation of solar panels/arrays in order to perform routine roof system maintenance, repair or replacement.”

CONTRACTOR

OWNER

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

DATE _____

DATE _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade: Building Electrical Plumbing Mechanical Other

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

New Addition Repair Alteration Demolition Revision Other: _____

Legal Description: _____ Attachment

2

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

4

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (If other than the owner) _____

Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

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 the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I 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 THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Notary section with two columns for signatures and notary information. Includes fields for Signature of Property Owner or Agent, Signature of Qualifier, State of Florida, County of, Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of, 20 by, (Type/Print Property Owner or Agent Name), (Type/Print Qualifier or Agent Name), NOTARY'S SIGNATURE as to Owner or Agent's Signature, NOTARY'S SIGNATURE as to Qualifier or Agent's Signature, Notary Name (Print, Type or Stamp Notary's Name), Personally Known, Produced Identification, and Type of Identification Produced.

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

PERMIT AFFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS

STATE OF FLORIDA:

BROWARD COUNTY:

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments _____, who being by me first duly (HOMEOWNER)

sworn, deposes and says:

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is _____

LOT BLOCK SUBDIVISION

a/k/a _____ (Street address)

- 1. That I am the legal owner of the property
2. I acknowledge that approval may be required from the following

(Homeowners Association)

Which entities or associations regulate or otherwise govern the community, neighborhood, or development my property is located.

- 3. I further acknowledge that I am responsible for any additional cost that may be assessed by the Town of Lauderdale by the Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community neighborhood, development in which my property is located.

FURTHER AFFIANT SAYETH NAUGHT

Date _____

Owners signature _____

Owners printed name _____

STATE OF FLORIDA
COUNTY OF BROWARD

Affirmed and signed before me, on _____ the foregoing document was acknowledged before me affiant, _____, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:

Who is personally known to me _____ or
Who produced the following identification _____

_____ Commission Expiration date:
Notary Public

_____ (Seal)
(Printed or typed name)

Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

- 1. The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.***
- 2. The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within six months of the issuance of the first building permit.***

This notification is the minimum 60 day's notice required in section 6-12.9(g).

The Failure to complete the construction at

_____ ,
by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

Owner's Acknowledgement

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____



BUILDING DEPARTMENT

DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO

SECURE THIS SITE

IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13

All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS

This includes but not limited to:

- **110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash**
- **110.13.2.2 Waste and Trash Enclosures Temporary Toilets**
- **110.13.2.3 Loose Construction Debris Forms and Construction Materials**
- **110.13.2.5 Roofing Tile and Materials Construction Shacks**
- **110.13.2.5 (1) Loading of Roof Tile**
- **110.13.2.5 (4) Store the construction materials inside an enclosed structure.**
- **110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.**
- **Temporary Electric Service Poles**

AND PROTECT ALL GLASS AREAS

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

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

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

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

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20_____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For _____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____



**CONTRACTOR
CONTACT NAME
JOB ADDRESS**

**PERMIT NUMBER
CONTACT NUMBER**

STRUCTURAL

- Foundation
- Exterior Framing
- Wall Sheathing
- Columns
- Tie Beam
- Truss/Rafters
- Roof Sheathing
- Interior Framing
- Bucks
- Windows/Doors in progress
- Insulation
- Rock Base/ Forms
- Drywall/Screw
- Wire Lath
- Pool Steel
- Ceiling Grid
- Above Ceiling Penetrations
- Drive way
- Tin Cap and Accessories
- Mop in Progress
- Tile/Shingle in Progress
- Garage door
- Shutters
- Final Pool
- Final Fence
- Final Roof
- Final windows/doors
- Demolition
- Other _____
- Final

ZONING

- Fence
- Pool
- Rock Base/Forms
- Driveway
- Slab/Deck/Patio
- Dock/Seawall
- Sign
- Other _____
- Final

PLUMBING

- Rough
- Water Service
- Second Rough
- Top Out
- Fire Sprinkler Final
- Roof Drains
- Gas-rough Inside
- Gas-rough Outside
- 200 PSI Test
- LP tank
- Well
- Lawn Sprinkler Rough
- Sewer Hook-up
- Main Drain
- Pool Piping
- Backflow Preventer
- Interceptor
- Catch Basins
- Condensate Drains
- Medical Gas
- Gas Final
- Lawn Sprinkler Final
- Demolition
- Other _____
- FINAL

MECHANICAL

- Underground Piping
- Condensate Drains
- Rough Ductwork
- Exhaust Fans/Dryers
- Fire Dampers
- Smoke Dampers
- Ceiling Radiation Damper
- Hood Systems Rough
- Refrigerator/Walk Cooler/
- Freezer
- Boiler
- Tanks Above Ground

- Tanks Underground
- Demolition
- A/C Change Out
- Spray Booths
- Chimneys and Vents
- Cooling Towers/ Chiller
- Systems
- Process Piping
- Fireplace Rough/ Ventilation
- Fireplace Final
- Hood Systems Final
- Other _____
- Final

Electrical

- Meter Repair
- Temporary Pole
- 30 day Temporary
- Pool Grounding
- Underground Rough
- Slab Grounding
- Rough
- Ceiling Rough
- Telephone Rough
- Telephone Final
- Television Rough
- Intercom Rough
- Sound Rough
- Central vacuum Rough
- Service Upgrade
- Miscellaneous Repairs
- Pool Niche Light
- Wall Rough
- Generator Rough
- Fire Alarm Rough
- Television Final
- Intercom Final
- Alarm Final
- Sound Final
- Central Vacuum Final
- Demolition
- Other _____
- Final

Other not included

- VISIT OUR ONLINE PORTAL TO SCHEDULE YOUR INSPECTION
- INSPECTION REQUEST SHALL BE SUBMITTED PRIOR TO 3:00 PM FOR INSPECTION THE NEXT DAY
- PLEASE CALL BEFORE 9:00 AM THE MORNING OF THE INSPECTION FOR A TIME FRAME OR TO CANCEL THE INSPECTION
- ALL NEW CONSTRUCTION, AND ADDITIONS; A SLAB SURVEY AND ELEVATION CERTIFICATE SHALL BE SUBMITTED AND APPROVED PRIOR TO A COLUMN OR TIE BEAM INSPECTION.
- SWIMMING POOLS, SHALL HAVE A SPOT SURVEY APPROVED AFTER THE POOL IS GUNITED AND PRIOR TO PERIMETER PLUMBING PRESSURE TEST INSPECTION.
- A FINAL SURVEY IS REQUIRED PRIOR TO POOL BARRIER INSPECTION, DECK AND PERIMETER FENCE INSPECTION AND FINAL ELECTRIC INSPECTION PRIOR TO MARSITING THE POOL



Pompano Beach Fire Rescue

Fire Plan Review Application



This application must be completed for all construction plan submittals, excluding one/two family dwellings.

Date: _____ P.R.A. Number: _____

Property Owner's Name: _____

Job Address: _____

Business Occupant Name: _____

Project Contact Phone Number: _____

COMPLETE ALL SECTIONS OF FORM TO AVOID DELAYS OF FIRE PLAN REVIEW

- Facilities using high pile storage/rack storage - submit completed storage application. (On Back)

Describe type of Business Operation:

Building Systems

Protection Systems Within Building:	Yes	No	Building Information:
Fire Sprinkler System:	_____	_____	Total Building Area (Sq. Ft.): _____
Fire Pump:	_____	_____	Building Construction Type: _____
Fire Alarm System:	_____	_____	Number of Units (Residential): _____
Kitchen Hood System:	_____	_____	Number of Stories: _____
Paint Booth:	_____	_____	Building Height (Feet): _____
Smoke Evacuation Sys:	_____	_____	Travel Distance of Elevator: _____
Stand By Generator:	_____	_____	
First Responder Radio BDA Sys:	_____	_____	

Fire Plan Review

Type of Work for Plan Submittal:
 New Construction: _____ Alteration: _____ Addition: _____ Demolition: _____ Special Event: _____

Area of Construction (Sq. Ft.): _____ **Dollar Value of Project:** _____

Detailed Description of New Work: _____

- New or alterations/additions to fire sprinkler, alarm or hood systems, must submit detailed plans, cutsheets for all devices and hydraulic or battery calculations.
- Fire sprinkler calculations must be based on data from flow test completed within last 12 months.

- Application Completed & Signed
- Construction Inspections in Field:
 - Contractor on site
 - Plans must be drawn to scale
 - All drawing files must be drawn and formatted for a minimum horizontal 24" x 36" sheet file or:
 - Horizontal 11" x 17" sheet file for smaller scale jobs (pool enclosures, pools, termite repairs, etc.)
 - All pages PBFR approved stamped

Signature of Legal Contractor:

X _____
 STATE OF FLORIDA - COUNTY OF BROWARD
 Sworn to (or affirmed) and subscribed before me
 this _____ day of _____, 20____ by

 (Type / Print Contractor's Name)

 NOTARY'S SIGNATURE as to Contractor's Signature
 Name & Title (printed) _____
 (Type / Print Notary's Name)
 Personally Known _____ or Produced Identification _____
 Type of Identification Produced _____