



WEST PALM BEACH

EXPEDITED PERMITTING CHECKLIST FOR RESIDENTIAL PHOTOVOLTAIC SYSTEMS: ROOFTOP-MOUNTED

1 Project Information:

Project Applicant:	
Site Owner Name:	
Project Address:	
PV system description:	

2 Determine if your project needs a separate building permit (check all that apply):

	Yes	No
a) PV system is designed and proposed for a detached single-family house.	<input type="checkbox"/>	<input type="checkbox"/>
b) PV system is designed for rooftop of a house in general compliance with applicable codes.	<input type="checkbox"/>	<input type="checkbox"/>
c) Mounting system is engineered and designed for PV.	<input type="checkbox"/>	<input type="checkbox"/>
d) Panels are mounted no higher than 12" above the surface of the roof and are uniformly spaced above the roof surface. No portion of the system exceeds the peak of the roof.	<input type="checkbox"/>	<input type="checkbox"/>
e) The City's Historic Preservation Plan states that "solar collectors should be inconspicuous from the public right-of-way and should not damage or obscure character-defining features". Does this installation comply? See http://wpb.org/Departments/Development-Services/Historic-Preservation/Historic-Districts to determine if your home is in a historic district.	<input type="checkbox"/>	<input type="checkbox"/>
f) Total dead load of panels, supports, mountings, raceways, and all other appurtenances weigh no more than five (5) pounds per square foot (PSF).	<input type="checkbox"/>	<input type="checkbox"/>
g) Supports for solar panels are installed to spread the dead load across as many roof-framing members as needed to ensure that at no point loads in excess of fifty (50) pounds are created. Attachment to the roof is specified by the mounting system manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
h) Method and type of weatherproofing roof penetrations are provided.	<input type="checkbox"/>	<input type="checkbox"/>
i) Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.	<input type="checkbox"/>	<input type="checkbox"/>



If you answered yes to all of the above questions, no separate building permit is required.

(Continued on back)

3 Determine if your project qualifies for a Walk Through permit.

(Check all that apply):

Solar and Electrical contractors can apply for a "Walk Through" permit where the PV system meets the requirements listed in this Checklist and use a template electrical diagram provided by the City. All projects plans and supporting documentation must be provided on-site for the inspector. Project will be subject to a field inspection.

	Yes	No	N/A
a) PV modules, utility-interactive inverters, and combiner boxes are identified and listed and labeled for location and use in PV systems.	<input type="checkbox"/>	<input type="checkbox"/>	
b) The system meets all current FBC, City, and Electrical Code requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
c) For Split-Buss panels the AC interconnection must be one of the six service disconnects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Maximum load added to the panelboard is based on the rating of the PV system and is limited to 10,000 watts.	<input type="checkbox"/>	<input type="checkbox"/>	
e) I have attached the following Electrical Template and Site Plan: <input type="checkbox"/> Electrical Diagram- Standard Strings / Standard String with DC Converter <input type="checkbox"/> Electrical Diagram- Micro Inverter <input type="checkbox"/> Electrical Diagram- AC Module <input type="checkbox"/> Electrical Diagram- Supply Side <input type="checkbox"/> None of the above- Electrical Permit with Plan Review Required			
Comments:			



If you answered yes to all of the above questions, except yes or N/A for item c, and are using a template diagram provided by the City, your project qualifies for a Walk Through permit.

4 Submit this Checklist, the Solar and Electrical (if applicable) Permit Applications with notarized signature, and 2 copies of the Template Electrical Drawing and Site Plan to:

Permit Processing, Development Services Dept., 401 Clematis St., West Palm Beach, FL 33401



I attest that all information in this checklist is accurate to the best of my knowledge.

Applicant Signature:	Date:
Applicant Name (Please Print):	
License Number (if applicable):	
Electrical Contractor and electrical permit required for all building premises wiring per Florida Administrative Code, Rule 61G4-15.021 and FBC 105.1	

Required Paperwork Checklist:

- This Document.
- Permit application with Notice of Commencement for the installation.
- Separate Electrical permit application if applicable.
- Small scale PV system package with supporting documentation, drawings, and specifications.