



WEST PALM BEACH

Development Services

# CITY OF WEST PALM BEACH

## Building Division

### **Building Permit Submittal Checklist** **Photovoltaic Systems (Roof Mounted Systems Commercial and Residential)**

#### **Building and Electrical Permits are required.**

Contents are minimum compliance requirements for the current edition of the Florida Building Code and related documents.

**Pre-Requisite-Approvals:** The following pre-requisite approvals must accompany the building permit application if applicable:

- Historic Preservation District Approval – (561) 822-1457

#### **Roof Mounted Panels-Minimum Submittals**

- Two (2) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted.
- Building Permit Application: Complete all the required fields and answer all the questions on the application with blue or black ink.
- Site Plan to scale: (MUST BE LEGIBLE)
  - Official property address with street names
  - Footprint of the building and North arrow
  - Site plan indicating location of major components on the property, must include PV array configuration
  - All supporting equipment including sub panels and the location of the main electrical service
  - Show dimensions and clearances for all equipment
- Building Requirements:
  - Framing plan indicating location of the PV installation layout on the existing roof framing members that support the system
  - Existing roof information to include roofing type and the numbers of roof coverings
  - Propose method and type of weather-proofing of roof penetrations resulting from PV installation
  - Manufacturer's specifications and installation instructions for all PV modules, inverter(s), solar panels, combiner box, disconnects and mounting system(s)

- All mounting systems and attachments must be approved by a Nationally Recognized Testing Laboratory (NRTL) or reviewed and approved by a Florida Licensed Engineer.
- Seal Documentation form a Florida Engineer's review of existing roof structure
- Electrical Requirements for: (Both Ground and Roof Mounted)
  - Electrical one-line diagram is required; if the PV system exceeds 10 KW a three-line diagram is required.
  - PV systems that exceed 200 amp shall be prepared and stamped by a State of Florida licensed electrical engineer.
  - Show Dimensions of required clearances of equipment. It must comply with Article 110-2011 NEC/FBC
  - Photovoltaic (PV) array configuration, size, type and number of modules per string. Whether they are in series or parallel
  - Grounding electrode and bonding systems for DC System
  - Required Disconnects-AC and DC
  - Conductor sizes, types, temperature rating(s), and ampacity(s)
  - Utility-Interactive Inverter
  - Point of connection to the utility, must comply with Article 690.64 2011 NEC/FBC
  - GFCI protection
- Florida Fire Department Requirements:
  - Site Plan to scale of the structure, on which the photovoltaic systems are to be installed to include the following:
    - Access from street to the building
    - Locations of arrays, disconnects and required signage
    - Location of required access pathways
  - Plan and elevation views of the building clearly showing the following:
    - Array placement
    - Roof ridgelines, eave lines
    - Objects that may be present on the roof e.g. equipment, vent lines, skylights, smoke vents, roof hatches, fire department connections etc.