



Solar Photovoltaic (PV) System Permit Application Checklist

Please verify that your permit application package contains all applicable items required for permit issuance. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application and review process. If all documentation is submitted correctly, permits can be turned around in 7-10 business days.

Required Documents

- _____ Complete [Broward County Uniform Building Permit Application](#), reflecting total job value (provide copy of contract) and square footage, sub-contractor applications and verify all contractor records are up to date
- _____ Two (2) complete sets of plans (signed and sealed by Designer, as required by code), including wind loads, tiedowns and electrical tie-ins
- _____ Two (2) copies of Special Inspector forms as applicable for tiedowns
- _____ Two (2) copies of Product Approvals (NOA's) and/or specifications with listings
- _____ Copy of recorded [Notice of Commencement](#)
- _____ Certified Document Indicating Florida Solar Energy Center-Approved Equipment
- _____ [Solar Owner Notification](#)
- _____ Residential Only: [HOA Affidavit Form](#)

Permit Applicant

Date

Application Number

Additional Information

Scheduling an Inspection

Please note that if you are scheduling an inspection for the next business day, your request must be in no later than 3 PM. To schedule on the phone, please call 954-571-4504. To schedule an inspection via email, please [click here](#). Scheduling an inspection requires the following information:

- Permit or application number
- Discipline in which you wish to schedule
- The exact inspection you are requesting (found on the inside of your permit card)
- The date that you would like the inspection to occur.
- Contact information in case we have any questions



Inspections by Solar Installation Type

Solar Thermal

1. Building/Structural/Roofing – In Progress and Final
2. Plumbing – Final

Solar Electric

1. Building/Structural/Roofing – In Progress and Final
2. Electric – Rough and Final

Hybrid Systems (Complete PV Panel System combined with Integral Solar Water Panels)

1. Building/Structural/Roofing – In Progress and Final
2. Electric – Rough and Final
3. Plumbing – Final

Permit Fees

Complete fee information can be found in [Building Permit Fee Schedule Resolution No. 2018/038](#). These fees can be paid online using [Click2Gov](#), at the City's cashier in City Hall, at the Building Services customer service desk (check only), or at a kiosk in the Building Services office.