



Alachua County Department of Growth Management

Building Division

Jeff Hays, AICP, Director
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PV “Solar” Installation – Residential **PERMIT SUBMITTAL REQUIREMENTS**

Per current edition of FBC-R 107.2 and Building Official determinations: All documents are required to be submitted electronically in .PDF format. Construction plan documents shall be drawn to scale, dimensioned and drawn upon suitable material, sized to be legible. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Florida Building Code 2023 and all relevant laws, ordinances, rules and regulations, as determined by the Building Official.

This form is intended as a basic guide and does not cover all codes that may be relevant to your project. This form shall be provided to applicants at time of permit issuance.

All work shall comply with The Florida Building Code, and manufacturer installation instructions enforced at the time of application. Code sections can be found at<https://codes.iccsafe.org/codes/united-states/florida>

Required Submittal documents: (may vary depending on the scope of project)

1. Scope of work document listing type and size and location of the equipment, number panels, batteries, and any other electrical work.
2. Installation manual for all components to be installed, panels, mounting feet or rack, inverter, batteries, etc. including Florida product approval information.
3. Riser diagram showing meter, house panel, inverter/gateway, disconnects, inverters, modules, grounding, and any other electrical components.
4. Load calculations of system size in kW.
5. Site plan indicating location of all equipment, and distances to residence and property lines.
6. Wind load or structural engineering for installed components indicating design pressures.
7. Engineering certification that existing structure can handle new imposed loads.
8. Roof layout showing panel locations, existing roof features, and fire setback paths.
9. Drawing showing all required and proposed labeling.
10. Elevation drawing of proposed work indicating proper clearances to existing building openings and equipment
11. Recorded Notice of Commencement must be uploaded to Citizenserve before inspections can be scheduled if the cost of the project is \$5,000 or more. Florida Statutes 713.135

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Home Page: <https://growth-management.alachuacounty.us/>
An Equal Opportunity Employer M.F.V.D.

Effective Date: TBA

Inspection Requirements – Ground mounted system

Documents required on site:

We recommend that all approved permit documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection.

1005 – Foundation Footing

What is inspected:

1. Footings or anchorages are inspected for size and arrangement to match approved building plans. Reinforcing steel is inspected at this time.
2. This inspection occurs before any concrete is poured into footings.

1011 – Solar Structural

What is inspected:

1. All structural connections are inspected. Posts, rail, rail connectors bracing, and rack to solar panel connections. Rack system must match plans exactly. This inspection may not be required at this time if entire system will remain exposed it can be combined with the 9000 Final inspection.

2003 – Electrical Underground

What is inspected:

1. Burial depth of conduit or direct burial cable. Site tubes are not allowed, entire run must be exposed for inspection. Inspection can be divided into sections if needed.
2. Wire does not have to be pulled thru conduit at this inspection, but conduit must be of sufficient size and conduit fill will be inspected at a future inspection.

An “Approved” result allows the contractor to continue to the next inspection.

A “Failed” or “Failed w/ fee” result will be entered if any of the above items are deficient. Corrections will need to be made and fees paid before another inspection is scheduled.

If this inspection is missed or skipped it will result in future inspections being failed until work is exposed for inspection.

Inspection Requirements – Roof mounted system

To prevent the need for access to the interior of the home multiple times Roof Mounted Systems may begin with the 2045 – semi perm inspection, or if that inspection is not needed the 9000 Final Inspection.

Inspection Requirements – All systems

2045 – Semi-Permanent Power / 2005 Rough in Electric

Documents required on site:

We recommend that all approved documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection.

This inspection is required to get power reconnected after meter removal by the utility. If no utility reconnection is required, this inspection can be changed to a “2005 Rough in Electric”.

What is inspected:

1. All components of electrical system will be inspected to match permitted plans, any variation may result in revised plans being required. We will need access to breaker panel to verify several items at this time. If the installation is deemed safe by the inspector, we will approve the semi perm inspection and allow utility reconnection and any deficient items will be listed under a 2005 Rough in Electric inspection.
2. Rapid shutdown device is accessible and clearly labeled (NEC 690.12)
3. Overcurrent protection - Main breaker and solar back fed breaker shall not exceed 120% of panel busbar rating. NEC 705.12
4. Conductor size and overcurrent protection match permitted plans
5. Neutral and ground wires are separated after first means of disconnect.
6. All exposed metal non-current carrying parts are bonded to a grounding electrode.

An "Approved" result will allow the contractor to proceed to final inspection. The Alachua County Building Department will contact the appropriate Utility and approve meter reconnection. Without an approved result the utility company will not reconnect power.

If there are items to be corrected that do not impact safety an "Approved" result will be entered for the 2045 semi perm, and a 2005 – Electric rough inspection will be created and resulted as a "Fail" and will contain items to be inspected at Final.

A "Failed w/ fee" result will be entered only if the contractor is unable to satisfy the inspectors concerns at time of inspection. An additional inspection may be requested by the contractor for the same day but it will result in an additional trip charge. If the inspector is required to wait for items to be completed or inspection is requested or occurs after 4 PM it will result in an additional inspection fee.

9000 – Final Inspection

Documents required on site:

We recommend that all approved documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection.

We will need access to the main panel if all items have not inspected during semi perm.

What is inspected:

1. Complete installation will be inspected against approved plans. We will need access to breaker panel to verify several items at this time.
2. Conduits, raceways, panels, boxes and fittings secured and of suitable type and size.
3. Raceways sealed where required.
4. Labeling will be verified against approved plans and must match exactly.
5. Directory placard showing location of all solar equipment, disconnects, and rapid shutdown.
6. Labels and placards are permanent and of sufficient durability.
7. All lugs are tightened and marked to required specifications.

An "Approved" result on the final inspection will result in closing the permit.

A "Failed w/ fee" result will be entered if any of the above items are deficient. Corrections will need to be made and fees paid before another inspection is scheduled.

This form is only a guide to common inspection items, every job is different and will have different code requirements. If you are unsure if you can meet code compliance, or are unsure of any of the requirements of this document, please contact the Alachua County Building Department.