



## **PLANNING AND DEVELOPMENT SERVICES**

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678  
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

# **PHOTOVOLTAIC (PV) SYSTEMS**

## **Application Packet**

**AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441**

**Minimum Plan Requirements – Photovoltaic PV Systems**

**Plan Review Requirements for Photovoltaic (PV) Systems**

**Building and/or WNCA Work Permit Application**

**Solar Panel Roof Attachment Inspection Affidavit**

**\* Notice of Commencement**

**\* If required, the form is also available online under “Documents” at the following link:**

**<https://www.scgov.net/government/planning-and-development-services/building>**

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**MINIMUM PLAN REQUIREMENTS**  
**Photovoltaic (PV) Systems**

**Provided   Required**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Stamped copy of the PV System OR FSEC Certification (2 copies). See attached plan review requirements for details |
| <input type="checkbox"/> | <input type="checkbox"/> | Site/Floor plan (2 copies). See attached plan review requirements for details                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Solar panel Roof Attachment Inspection Affidavit (required prior to scheduling Inspection on roof mount permits)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Commencement, recorded by the Clerk of Circuit Court (1 copy)<br>(Due prior to first inspection)        |

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**PLAN REVIEW REQUIREMENTS FOR PHOTOVOLTAIC (PV) SYSTEMS**

- Site / Floor Plan indicating Locations of all new equipment and existing service equipment.
- Roof Plan showing arrangement of Solar panels and associated equipment.
- Provide type of roof, roof deck on the building.
- Indicate size of the Solar system and area. Indicate Photovoltaic system KW rating.
- Attachment details, flashing details, construction design for the unit and any supporting frame members for the indicated wind zone, additional loading (dead & wind loads) and any site conditions. (Sealed by appropriate design professional).
- Copy of Florida Solar Energy Center (FSEC) system approval certificate. The FSEC is responsible for approving all photovoltaic systems sold and manufactured in Florida, unless otherwise certified by an engineer licensed pursuant to Chapter 471. Florida State Statute 377.705 (4)(d).
- Submit one line diagram of the electrical installation which includes information on PV panel layout, PV power source short circuit current rating, conductor sizes and materials types, system and equipment grounding, grounding electrode system, overcurrent protection and disconnecting means, inverter location and point of connection to existing electrical system. Installation shall meet NEC 2014.
- Provide Manufactures specifications sheets and installations manuals on all components.
- If storage batteries are used, indicate size, type and location.
- Indicate transfer switch, manual or automatic. Detail to be shown for all switching equipment and methods from and to public utility electrical system.
- Installation shall meet the requirements of FBCR 2017 Chapter 23.
- Provide Solar Panel roof attachment “Inspection Affidavit” required to be submitted to our permitting staff (email to [building@scgov.net](mailto:building@scgov.net)) prior to scheduling final inspection.



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**SOLAR PANEL ROOF ATTACHMENT  
Inspection Affidavit**

**AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441**

**PERMIT #** \_\_\_\_\_

**JOB ADDRESS** \_\_\_\_\_

I, \_\_\_\_\_, licensed as a

Contractor,  Engineer, or  Architect, License #: \_\_\_\_\_ on

(date and time) \_\_\_\_\_, did personally inspect all of the solar panel roof attachments and found the panels to have been mounted and fastened in accordance with the 2017 Florida Building Code and/or approved plans for the work located at the above address.

**\*\*\*Affidavit must be submitted prior to scheduling the Final Inspection\*\*\***

SIGNATURE: \_\_\_\_\_

Based on that examination, I have determined the installation was done in accordance with the 2017 Florida Building Code and/or the approved plans.

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 \_\_\_\_\_,  
(name of person making statement)

\_\_\_\_ Personally known or \_\_\_\_ Produced identification \_\_\_\_\_.  
(type of identification produced)

\_\_\_\_\_  
Name of Notary Public

SEAL

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# BUILDING AND/OR WNCA WORK PERMIT APPLICATION

(THIS IS NOT A PERMIT)

**AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441**

**CONSTRUCTION LIEN LAW:** The Construction Lien law (Chapter 713, Part I, Florida Statutes) provides a method by which a contractor, subcontractor, laborer, building material supplier, architect, landscape architect, interior designer, engineer or land surveyor may claim a lien on real property on which he/she has done work or to which he/she has furnished materials.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

**COUNTY RESPONSIBILITY:** Nothing herein shall be deemed to authorize or create a duty on the part of the County and its officers, agents and employees to assure or guarantee construction and work in compliance with County ordinances or the plans and specifications submitted thereunder. County officials administering this permit conduct only spot checks to the best of their ability and within the limitations of the available time and personnel. No expectations based upon permits or approvals issued hereunder should arise that construction and work performed pursuant to said permits or approvals does in fact comply with County ordinances or the plans and specifications submitted thereunder. Any person desiring to assure such compliance should seek the assistance of independent persons qualified to perform such evaluations.

**WNCA WORK PERMIT APPLICATIONS:** This application may be utilized to file jointly (or separately) for Water and Navigation Control authority (WNCA) permits: **Minor or General** for the construction and repair of docks, bulkheads, boathouses, rock revetments, fishing piers, boat-lifts, davits, and maintenance dredges or **Major** for those proposals that do not qualify for a Minor or General permit (ask for a Major Work Permit application supplement). **Submitted plans shall meet the requirements provided on the WNCA application supplement.**

**TRANSMISSION TOWER APPLICATIONS:** This application may be utilized to file jointly (or separately) for a **Transmission Tower**. **Submitted plans shall meet the requirements provided on the Transmission Tower application supplement.**

**COMPLIANCE:** The owner/s or contractor certifies that, together with plans and specifications submitted to the Development Services Business Center, Permitting & Inspection Services, this application shows a true representation of the construction to be accomplished under this permit. It is understood that any deviations from the original documents, unless approved by the Planning and Development Services Business Center's Director, will render the permit invalid. The owner/s or contractor further agrees to comply with all Sarasota County laws and codes pertaining to the work and agree at any time to make all changes required by the Planning and Development Services Business Center's Director to conform to County and State ordinances, laws and regulations.

**EXPIRATION OF PERMIT:** A **Building Permit** issued pursuant to this application will become invalid after 180 days from the date of issuance if the work is not commenced or is suspended or abandoned, or if more than 180 days elapse between required inspections and no Certificate of Occupancy has been issued. Construction authorized under a **Water and Navigation Control Authority (WNCA) Work Permit** issued pursuant to this application must be commenced within 180 days from the date of issuance and shall be completed within one year from the date of issuance. In the event that authorized work is not commenced or completed within said time periods, reapplication must be made to Development Services Business Center for reauthorization.

**EXPIRATION OF PERMIT APPLICATIONS: Section 105.3.2, Florida Building Code** – An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of filing for the permit, unless before then a permit has been issued. One (1) extension of time of not more than 90 days may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated. WNCA permit applications may be withdrawn by the WNCA Ordinance Administrator if timely responses to requested additional information are not received, subject to Section 54- 654(5)(b) of the WNCA Ordinance.

**REFUNDS:** Refunds of fees shall be based on Sarasota County Fee Resolution No. 2017-134, Exhibit A, Section 6.K.



\_\_\_\_ North County \_\_\_\_ South County

Application Number \_\_\_\_\_

WNCA Application# \_\_\_\_\_

## PLANNING AND DEVELOPMENT SERVICES PERMIT APPLICATION (NEW CONSTRUCTION) OR WATER NAVIGATION CONTROL AUTHORITY PERMIT

Application must be filled out **COMPLETELY** and signed by the owner, contractor or its authorized agent **BEFORE** processing can begin. Minimum two (2) sets of plans, three (3) sets if on well and/or septic [FBC Sixth Edition 2017]

**To be completed by applicant – PLEASE PRINT CLEARLY:**

**Date** \_\_\_\_\_ **Estimated Cost \$** \_\_\_\_\_ **Parcel ID** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Project Address: \_\_\_\_\_  
(Street Address) (Apt/Suite/other) (City) (Zip)

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Metes & Bounds  Name of Waterway \_\_\_\_\_ If a WNCA Permit select:  General  Major  Minor

Check box if **Primary** contact

Contractor License Holder Name \_\_\_\_\_ License # \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Check box if **Primary** contact

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street Address) (Apt/Suite/Other) (City) (Zip)

Check box if **Primary** contact

Architect/Engineer \_\_\_\_\_ License # \_\_\_\_\_

Business Address \_\_\_\_\_  
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Check box if **Primary** contact

Agent/Other Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Number of Units _____	Number of Stories _____	Service Amperage _____
Water Source <input type="checkbox"/> Central <input type="checkbox"/> Well	Sewer Source <input type="checkbox"/> Central <input type="checkbox"/> Septic	Type of Gas <input type="checkbox"/> LP <input type="checkbox"/> Natural		
Number of extra jobsite copies _____	Shell Only <input type="checkbox"/>	Lawn Irrigation <input type="checkbox"/>		

**Detailed Work Description - \*\*If applying for re-roof, Roof Assembly Worksheet must be attached\*\***

*The Planning and Development Services Department is committed to providing excellent customer service. Please check here if it is ok for someone from the County to follow-up with you regarding your experience and how we can improve our service.*

**If applying for a COMMERCIAL PERMIT, please complete this section as well:**

**Current Business Use** \_\_\_\_\_ **Proposed business use** \_\_\_\_\_

## Environmental Permits and Reviews

Development of property in Sarasota County is subject to reviews for environmental protection as well as for public health, safety and welfare. There are regulations in the Sarasota County Code of Ordinances and Comprehensive Plan that may require an environmental review associated with the building permit, or even a separate environmental permit. Please read the guidance below and be sure to coordinate with Environmental Permitting if any of the noted conditions apply to your property.

**Important: No clearing or site preparation should occur BEFORE the appropriate approval is granted.**

An environmental review will be required if any of the following physical features are located on your property or if you wish to conduct any of the activities below.

- Shorelines (gulf or bay), creeks, lakes, ditches or canals.
- Dock and shoreline protection structures (e.g. seawall, rock revetment).
- Myakka River.
- Wetlands.
- Preservation / Conservation areas or conservation easement.
- Natural habitat (e.g. scrub, mesic hammock, coastal hammock).
- Protected wildlife species (e.g. bald eagle, Florida Scrub-jay, gopher tortoise).
- Trees, Grand Trees or Canopy roads.
- Cut down trees.
- Dig up the earth, create a pond, or other excavation, or place fill/stockpile on the property.

**To obtain additional Environmental Permitting information, call  
(941) 861-5000 and ask for an Environmental Specialist.**

## Air & Water Quality

### **Storage Tanks and Asbestos**

**To ensure that your permit application is processed quickly**, please answer the following questions.

If any of the questions are answered yes, please contact Air & Water Quality through the County Call Center at (941) 861-5000 to obtain additional information pertaining to these activities.

- Does the activity involve Storage Tanks (excluding propane)? Yes  No
- Does the activity involve the renovation or demolition of a commercial building? Yes  No
- Does the activity involve the renovation or demolition of more than one residential building, or greater than 4 living units within a property? Yes  No

### **State of Florida Permitting**

If your project involves altering surface water flow a State of Florida Environmental Resource Permit may be required. For guidance and to determine whether or not you need a permit please visit the Department of Environmental Protection (DEP) website at: <http://www.dep.state.fl.us/water/wetlands/erphelp/index.htm>.

If stormwater will discharge from your construction site the work may require a National Pollutant Discharge Elimination System (NPDES) Generic Permit for Stormwater Discharge from Large and Small Construction Activities (often referred to as the NPDES Construction Generic Permit). For guidance and to determine whether or not you need a permit please visit the DEP website at: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>.

If you will be dewatering, a permit may be required from the State of Florida. Please contact the DEP South District for guidance at (239) 344-5600.



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**BUILDING AND/OR WNCA WORK PERMIT APPLICATION**

**Owner/Builder Disclosure Statement (Applies only if owner is acting as the contractor)**

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

Requested and Attached or  N/A

*Owner/Builder Disclosure Statement is Required pursuant to Section 489.103(7), Florida Statutes*

**CONTRACTOR/AGENT/OWNER AFFIDAVIT**

Application is hereby made to obtain a permit to the work and installation 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 regulation construction in this jurisdiction. I further certify that I have entered into a contact with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate and that the work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the correct Florida Building Code, regulations, and ordinances, as well as the payment of all legally constituted fees regarding this development application including but not limited to ALL REVIEW FEES AND PERMIT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc. NOTICE: In addition to the requirements for this permit, there may be additional restrictions to this property that may be found in the public records of the county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulation construction and zoning. I agree to allow any authorized employee of Sarasota County to enter upon the premises associated with this project for the purpose of ascertaining compliance with the terms and conditions of the application, or permit, and/or permit stipulations.

**WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENT 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 RECORDING YOUR NOTICE OF COMMENCEMENT.**

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

**Under penalty of perjury, I hereby declare that I have completed the foregoing document and all document attached hereto and incorporated herein by reference and that all of the information contained therein is true and correct to the best of my knowledge.**

I hereby acknowledge that I have read and understood the above affidavit on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner, contractor or its authorized agent)    STATE OF FLORIDA  
(Printed Name)    COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_,  
(name of person making statement)

\_\_\_\_\_ Personally Known or \_\_\_\_\_ Produced ID \_\_\_\_\_  
(Type of ID & Number)

Notary Signature: \_\_\_\_\_ Notary Name Printed: \_\_\_\_\_

Commission Number \_\_\_\_\_ (Notary Stamp)

**OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.**



# NOTICE OF COMMENCEMENT

Permit Number \_\_\_\_\_ Tax Folio # \_\_\_\_\_

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

**1. DESCRIPTION OF PROPERTY:**

*(Legal description of the property and street address, if available).*

\_\_\_\_\_  
\_\_\_\_\_

**2. GENERAL DESCRIPTION OF IMPROVEMENT:**

\_\_\_\_\_  
\_\_\_\_\_

*This space reserved for recording*

**3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

Name & Address: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

Fee Simple Title Holder (if different from owner listed above): \_\_\_\_\_

**4. CONTRACTOR:** Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractors Address: \_\_\_\_\_

**5. SURETY (If applicable, a copy of the payment bond is attached):** Amount of bond: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**6. LENDER'S NAME:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Lender's address: \_\_\_\_\_

**7. Person's within the State of Florida Designated by Owner upon whom notice or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**8. In addition, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.**

Phone number of person or entity designated by Owner: \_\_\_\_\_

**9. Expiration of notice commencement (the expiration date will be 1 year from 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 Lessee, or Owner's or Lessee's  
Authorized Officer/Director/Partner/Manager)

\_\_\_\_\_  
(Print Name and Provide Signatory's Title/Office)

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ for

\_\_\_\_\_. (name of party on behalf of whom instrument was executed)

(type of authority, ...e.g. officer, trustee, attorney in fact)

\_\_\_\_ Personally Known or \_\_\_\_ Produced Identification \_\_\_\_\_

(type of identification produced)

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

SEAL

## NOTICE OF COMMENCEMENT

### INSTRUCTIONS

- Complete the NOC, sign and have notarized. NOC's are not required from contracts less than \$2,500.00.
- NOCs are required for A/C replacement for contracts \$7,500.00 and over.
- Record original document at the Sarasota County Clerk of Circuit Court office:
  - 2000 Main Street, Sarasota
  - 4000 S. Tamiami Trail, Venice
- Submit a copy of the recorded NOC to Planning and Development Services:
  - Email: [building@scgov.net](mailto:building@scgov.net)
  - By Fax: 941-861-6471 (Sarasota) or 941-861-3282 (Venice)
  - In Person: 1001 Sarasota Center Blvd, Sarasota or 4000 S. Tamiami Trail, Venice
- Post the sealed original at the Job Site.