



# City of Longwood

Building Division Information

## **Photovoltaic System Guidelines**

The following information is guideline for the requirements and information that must be presented for permitting any photovoltaic system. Each system can be different, so any information not conveyed in this outline does not dispose from any further requirements that may be brought up during a plan review of each permit application.

### **Required Permit:**

- Each system will require a building and electrical permit.

**NOTE:** At minimum the following information must be presented when submitting for permitting. If any of the mentioned information is missing, the permit application will not be accepted.

- Permit application must be completed in their entirety, signed and notarized by applying contractor and homeowner (If work valuation is over \$2,500, a notice of commencement must be filled with Seminole County and an approved copy provided with application)
- Documented proof of construction cost, signed contract, etc...
- Signed and sealed drawings and design calculations.
- All documents outlined below, per applicable photovoltaic system install. All documents submitted in hard copy form, must be submitted on 11x17" sized paper, must be clear and legible, any engineering letters, or product information may be on 8 ½ x11" paper, minimum 2 hard copies of each.
- Statutory Requirement, F.S. 377.705, provide system certification approval form generated from FSEC
- Owners notification signed by the owner and contractor.

### **PV Standalone system:**

- If installed on the structures roof system, an evaluation of the roof system and the ability for the existing roof system to handle the applicable dead and live loads must be provided. This evaluation must be completed, signed and sealed by a licensed structural engineer. Per FBRC, section 324 and FBC, chapter 16.
- Provide engineering for attachments means for rack system and panels. Must be designed for wind speeds of 135mph. Design must be signed and sealed by state licensed engineer and call out all design parameters as outlined in chapter 16 of the FBC. Engineering must specific type, location and number of fasteners.
- Provide rack system product information, and listing
- Provide PV panel product information, and listing
- Provide inverter product information, and listing
- Provide details for roof flashing and penetration details.
- All electrical must be presented in a line-diagram form, with applicable wire types, sizes and ampacity requirements.



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- Provide product information and listing for energy storage systems, and details for all circuitry that will be tied to the storage system.
- All electrical installation must be per 2017 NEC 690, 705 and applicable sections.
- Provide outline of all labels required in the 2017 NEC, 690 and NFPA 1, section 11.12.
- All roof top mounted system must comply with setback requirements as outlined in NFPA 1, section 11.12. A roof layout with applicable setbacks shown, must be provided at permit submittal.

### **PV Hybrid system:**

- If installed on the structures roof system, an evaluation of the roof system and the ability for the existing roof system to handle the applicable dead and live loads must be provided. This evaluation must be completed, signed and sealed by a licensed structural engineer. Per FBRC, section 324 and FBC, chapter 16.
- Provide engineering for attachments means for rack system and panels. Must be designed for wind speeds of 135mph. Design must be signed and sealed by state licensed engineer and call out all design parameters as outlined in chapter 16 of the FBC. Engineering must specific type, location and number of fasteners.
- Provide rack system product information, and listing
- Provide PV panel product information, and listing
- Provide inverter product information, and listing
- Provide details for roof flashing and penetration details.
- All electrical must be presented in a line-diagram form, with applicable wire types, sizes and ampacity requirements.
- All DC circuitry must be outlined and applicable loads shown.
- Provide product information and listing for energy storage systems, charge system and control units.
- All electrical installation must be per 2017 NEC 690, 705 and applicable sections.
- Provide outline of all labels required in the 2017 NEC, 690 and NFPA 1, section 11.12.
- All roof top mounted system must comply with setback requirements as outlined in NFPA 1, section 11.12. A roof layout with applicable setbacks shown, must be provided at permit submittal.

### **PV building integrated system:**

- If installed on the structures roof system, an evaluation of the roof system and the ability for the existing roof system to handle the applicable dead and live loads must be provided. This evaluation must be completed, signed and sealed by a licensed structural engineer. Per FBRC, section 324 and FBC, chapter 16.
- Provide engineering for attachments means for rack system and panels. Must be designed for wind speeds of 135mph. Design must be signed and sealed by state licensed engineer and call out all design parameters as outlined in chapter 16 of the FBC. Engineering must specific type, location and number of fasteners.
- Provide rack system product information, and listing
- Provide PV panel product information, and listing
- Provide inverter product information, and listing
- Provide details for roof flashing and penetration details.
- All electrical must be presented in a line-diagram form, with applicable wire types, sizes and ampacity requirements.



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- All electrical installation must be per 2017 NEC 690, 705 and applicable sections.
- Provide outline of all labels required in the 2017 NEC, 690 and NFPA 1, section 11.12.
- All roof top mounted system must comply with setback requirements as outlined in NFPA 1, section 11.12. A roof layout with applicable setbacks shown, must be provided at permit submittal.

### **PV ground mounted systems:**

\*\* Please note, that any ground mounted system must also be approved by planning/zoning. A site survey with proper locations, setbacks, measurements, easement's, and flood plans, etc.... must be included on survey. Survey/ site plan must be scaled and signed and sealed.

- Provide engineering for attachments means for rack system and panels. Must be designed for wind speeds of 135mph. Design must be signed and sealed by state licensed engineer and call out all design parameters as outlined in chapter 16 of the FBC. Engineering must specific type, location and number of fasteners.
- Provide rack system product information, and listing
- Provide PV panel product information, and listing
- Provide inverter product information, and listing
- All electrical must be presented in a line-diagram form, with applicable wire types, sizes and ampacity requirements.
- All electrical installation must be per 2017 NEC 690, 705 and applicable sections.
- Provide outline of all labels required in the 2017 NEC, 690 and NFPA 1, section 11.12.



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## **OWNERS NOTIFICATION**

“Installation of roof mounted photovoltaic or solar support systems typically require roof system penetrations to allow attachment to the structure which create additional long-term roof system maintenance requirements and/or jeopardize roof system manufacture’s warranties. Roof mounted solar systems generally require removal and reinstallation of solar panels/arrays in order to perform routine roof system maintenance, repair or replacement.”

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(Owner’s Signature)

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(Owner’s Name Printed)

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(Contractors Signature)

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(Contractor’s Name Printed)

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(Date)

**\*\*NOTE: This form must be completed and submitted at time of permit package submittal.**