



# CITY OF GROVELAND PV SOLAR CHECKLIST

(UPDATED MAY 2020)

## Application:

1. Submit a completed permit application.
2. Make sure all contractors associated with this project are registered with the City of Groveland. You can obtain more information by emailing [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov).
3. Submit a recorded NOC. (**Note we do not require a certified NOC**)
4. Submit a POA is necessary.
5. Provide a copy of the property records card, warranty deed or other documentation verifying ownership.
6. Submit a copy of the signed contract that indicates the contract price for the job.

## Plans: Plans must be submitted in electronic format meeting the following requirements

1. Must be digitally signed by the engineer/architect of record.
2. Plans must be unlocked to allow us to install our digital watermark.
3. Plans should be designed for printable area of 24x36.
4. Plans should include a 2"x2" block on each page for placing our digital watermark. It would be helpful to have that in the title block in the same area of each page.
5. Plans should be submitted as one file or the minimum number of files as possible. **We will not accept plans where one file is submitted for each page.**

## Plans Basic Information: Plans should include the following basic design information.

1. By design, most plans should be designed for 140 mph, exposure C by default.
2. Roof plan should indicate locations of roof features such as plumbing vents, roof vents and any other feature that may affect the installation of the panels.
3. Fastening schedule for the solar array support system should specify a spacing schedule for zone 1, 2 and 3.
4. Panel layout should also include an overlay indicating the projected roofing zones (1, 2 or 3) in which the panels will be installed. You can forgo this requirement by adding a statement to the plans that the installation pattern is approved for all roof zones.
5. Roofing plans should also include fire department access zones per the Florida Fire Prevention Code.
6. System overview indicating the number of panels, proposed output, peak power, max DC power, max AC power, nominal power ratio etc.
7. A bus bar load calculation should be included in accordance with NEC 705.12.
8. Derating calculation for conductors based on table 310.15(B)(3)(c).
9. An electrical schematic that clearly shows the wiring methods, conductor sizes and proposed layout of all devices proposed for this installation. Electrical layout and calculations should include the inverter type and model, including the maximum output for each module.

10. If a PV meter is to be installed, please indicate this as well.
11. Any line side installations will require approval from the electrical utility. Please provide an approval letter from the electric utility as part of this application for any line side installations.
12. A list of required labels and their locations.

#### Final Inspections

1. Please provide detailed pictures of the rail system or other systems supporting the array. Pictures should be taken prior to installation of the panels.
2. Pictures should be detailed enough to verify spacing for compliance with the approved plans.
3. Some pictures should also be detailed enough to verify that they are job specific (taken at an angle that exposes distinct landscape features or adjacent houses).
4. Pictures should also be taken of any electrical penetrations of the roof inside the attic. If this is a case where DC voltage is being run through the attic, at least one picture indicating the raceway installation.
5. Pictures inside the attic should show proper installation of the conductors with regard to support and protection where required.



# CITY OF GROVELAND BUILDING PERMIT APPLICATION

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

## PROPERTY INFORMATION

Site Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_

Model \_\_\_\_\_ Elevation \_\_\_\_\_ Lot Area \_\_\_\_\_ sq.ft. Impervious area \_\_\_\_\_ sq.ft.

Legal Description \_\_\_\_\_

Alternate Key # \_\_\_\_\_

**PROJECT INFORMATION** Single Family Residence \_\_\_\_\_ Duplex \_\_\_\_\_ Townhome \_\_\_\_\_ Commercial \_\_\_\_\_

Demolition \_\_\_\_\_ New \_\_\_\_\_ Alteration \_\_\_\_\_ Addition \_\_\_\_\_ Repair \_\_\_\_\_ Other \_\_\_\_\_

Scope of work to be performed \_\_\_\_\_

Project Cost \$ \_\_\_\_\_ Project cost of \$2,500 or over requires the recording of a notice of commencement

Bonding Company \_\_\_\_\_

Address \_\_\_\_\_

Architect's Name \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Engineer's Name \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

**WARNING TO OWNER: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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 RECORDING YOUR NOTICE OF COMMENCEMENT".**

Detached Garage Yes No Garage Value \$ \_\_\_\_\_ Sewer/Septic \_\_\_\_\_ Sprinkler Yes/No \_\_\_\_\_

Required work: Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Gas \_\_\_\_\_ Roofing \_\_\_\_\_

SUBCONTRACTORS	Company Name	Fla. License # Reg/Cert	License Holders Name
Elect	_____	_____	_____
Mech	_____	_____	_____
Plumb	_____	_____	_____
Gas	_____	_____	_____
Fire	_____	_____	_____
Roof	_____	_____	_____

**OWNER'S INFORMATION**

Name(s) \_\_\_\_\_

Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Fee Simple Titleholder's Name (if other than owner) \_\_\_\_\_

Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR'S INFORMATION**

Qualifier Name: Last \_\_\_\_\_ First \_\_\_\_\_ License # \_\_\_\_\_

Company Name \_\_\_\_\_ Address # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

1. All Building Permit submittals for new home or new commercial building must be in digital format.
2. Submit digital permit applications to PERMITTING@GROVELAND-FL.GOV
3. Re-inspection fees must be paid prior to scheduling a re-inspection.
4. Incomplete permit applications will not be processed until complete.
5. To schedule an inspection email request to: inspectionrequest@alpha-inspections.net

**I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO ISSUANCE OF A PERMIT.**

**OWNER'S SIGNATURE** \_\_\_\_\_

**STATE OF FLORIDA**

**COUNTY OF LAKE**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_ by \_\_\_\_\_  
**(owner)**

(Seal) \_\_\_\_\_  
Signature of Notary Public

Personally Known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

**CONTRACTOR'S SIGNATURE** \_\_\_\_\_

**STATE OF FLORIDA**

**COUNTY OF LAKE**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_ by \_\_\_\_\_  
**(contractor)**

(Seal) \_\_\_\_\_  
Signature of Notary Public

Personally Known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

After recording return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Permit No: \_\_\_\_\_  
Tax Folio or Alternate Key #: \_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF COMMENCEMENT**  
**Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills,**  
**Groveland, Lady Lake, Lake County, Leesburg, Mascotte,**  
**Minneola, Montverde, Mount Dora, Tavares, Umatilla**

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)  
\_\_\_\_\_  
\_\_\_\_\_  
Street Address: \_\_\_\_\_
2. General description of improvement: \_\_\_\_\_
3. Owner's Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest in Property: \_\_\_\_\_  
Name and Address of fee simple titleholder (if other than owner): \_\_\_\_\_  
\_\_\_\_\_
4. Contractor Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
5. Surety Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_  
Amount of Bond: \_\_\_\_\_
6. Lender Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
8. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_  
to receive a copy of the following Lienor's Notice as Provided in Section 713.13 (1) (b), Florida Statutes:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) \_\_\_\_\_.

**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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Signature of Owner or Owner's Authorized Officer/Director /Partner /Manager

\_\_\_\_\_  
Printed Name & Signatory's Title/Office

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
who is [ ] personally known to me or [ ] has produced \_\_\_\_\_ as identification and [ ] who did or [ ] did not take an oath.

\_\_\_\_\_  
Signature of Notary Public - State of Florida

\_\_\_\_\_  
Print, type or Stamp Commissioned Name of Notary Public

**Verification pursuant to Section 92.525, Florida Statutes**

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Natural Person (Owner) Signing Above

# LIMITED POWER OF ATTORNEY

Date: \_\_\_\_\_

I hereby name and appoint: \_\_\_\_\_

an agent of: \_\_\_\_\_  
(Name of Company)

to be my lawful attorney-in-fact to act for me to apply for, receipt for, sign for and do all things necessary to this appointment for **(check only one option)**:

All permits and applications submitted by this contractor.

The specific permit and application for work located at:

\_\_\_\_\_  
(Street Address)

Expiration Date for This Limited Power of Attorney: \_\_\_\_\_

License Holder Name: \_\_\_\_\_

State License Number: \_\_\_\_\_

Signature of License Holder: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is  personally known to me or  who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature

(Notary Seal)

\_\_\_\_\_  
Print or type name

Notary Public - State of \_\_\_\_\_

Commission No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_