City of Delray Beach
Building Division

Building Permit Submittal Checklist
Photovoltaic Systems (Roof Mounted Systems Commercial and Residential)

**Building and Electrical Permits are required.**

Contents are minimum compliance requirements for the current edition of the Florida Building Code and related documents.

**Pre-Requisite-Approvals:** The following pre-requisite approvals must accompany the building permit application is applicable.

**Roof Mounted Panels-Minimum Submittals**

- **Building Permit Application:** Complete all the required fields and answer all the questions on the application with blue or black ink
- **Two (2) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted**
- **Survey or Site Plan to include:**
  - Official property address with street names
  - Footprint of the building and North arrow
  - Site plan indicating location of major components on the property on the property, must include PV array configuration
  - All supporting equipment including sub panels and the location of the main electrical service
  - Show dimensions and clearances for all equipment

- **Building Requirements:**
  - Framing plan indicating location of the PV installation layout on the existing roof framing members that support the system
  - Existing roof information to include roofing type and the numbers of roof coverings
  - Propose method and type of weather-proofing of roof penetrations resulting from PV installation
  - Manufacturer’s specifications and installation instructions for all PV modules, inverter(s), solar panels, combiner box, disconnects and mounting system(s)
- All mounting systems and attachments must be approved by a Nationally Recognized Testing Laboratory (NRTL) or reviewed and approved by a Florida Licensed Engineer
- Seal Documentation from a Florida Engineer’s review of existing roof structure

**Electrical Requirements for: (Both Ground and Roof Mounted)**
- Electrical one-lined diagram is required; if the PV system exceeds 10 KW a three-line diagram is required
- PV systems that exceed 200 amp shall be prepared and stamped by a State of Florida licensed electrical engineer
- Show Dimensions of required clearances of equipment. It must comply with Article 110-2011 NEC/FBC
- Photovoltaic (PV) array configuration, size, type, and number of modules per string. Whether they are in series or parallel
- Ground electrodes and bonding systems for DC System
- Required Disconnects-AC and DC
- Conductor sizes, types, temperature rating(s), and ampacity(s)
- Utility-Interactive Inverter
- Point of connection to the utility, must comply with Article 690.64
- GFCI protection

**Florida Fire Department Requirements:**
- Site Plan to scale the structure, on which the photovoltaic systems are to be installed to include the following:
  - Access from street to building
  - Locations of arrays, disconnects and required signage
  - Location of required access pathways
- Plan and elevation views of the building clearly showing the following:
  - Array placement
  - Roof ridgelines, eave lines
  - Objects that may be present on the roof e.g. equipment, vent lines, skylights, smoke vents, roof hatches, fire department connections etc.
  - Compliance with NFPA 1, Section 11.12, as applicable

8/2017