BUILDING DIVISION

SOLAR PANEL CHECKLIST

PHONE: 954.797.2066 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

Required Forms:

- ☐ Building Permit Application
- ☐ Signed and Notarized Addendum Form by Contractor and Owner.
- ☐ A Notice of Commencement must be recorded if the job exceeds $2,500.
- ☐ If permit submitted as an Owner Builder provide Owner Builder Disclosure Statement.
- ☐ Copy of contract if job value is greater than $5,000.
- ☐ If the contractor has a Workers' Compensation Exemption, a Workers Compensation Exempt Letter is required if exempt.
- ☐ Copy of Property Search/Ownership from the Broward County Property Appraisers Office WWW.BCPA.NET.

Required Permit Applications:

- Structural
- Electrical
- Plumbing (If applicable)

Permit Review Stops:

- Structural
- Electrical
- Planning & Zoning
- Plumbing (If applicable)

Minimum Plan Submittal:

- ☐ Provide one (1) original and two (2) copies of a signed/sealed survey (do not reduce or increase size). Provide an executed Survey Affidavit form if the survey is older than two (2) years and if there have been no changes to the property.
- ☐ Provide two (2) site plans (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.).
- ☐ Provide an executed Hold Harmless utility easement agreement form if proposed work is located within such easements.
- ☐ Provide an executed Tree Affidavit form if proposed work does not conflict with existing tree(s).
- ☐ Provide the applicable drainage district approvals if proposed work is located within drainage related easements.

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- ☐ Two (2) sets of dedicated electrical and structural plans.
- ☐ Two (2) completed Special Inspector forms for all P.V plans that propose more than 1 panel.
- ☐ Electrical plans shall have a schematic showing all system components labeled, wire sizes, grounding, circuit sizing, overcurrent protection, and disconnect location complete with signage and location of signage.

Other Requirements:

- ☐ Solar contractors cannot install electrical portion.
- ☐ Electrical contractors can install solar panels and electrical portion.
- ☐ Follow the guidelines of Broward County Rule of Boards and Appeal of on PV solar procedures.

Submittal Fees:

Residential/Commercial: 0.75% of construction value or minimum fee of $25.00.