



SOLAR SYSTEM PACKAGE

Required inspections

- 999 Final Inspection

Application reviewed by

- Zoning
- Plumbing
- Electrical
- Structural

Application Checklist

- Attachment Affidavit – Signed by contractor and submitted at **Final Inspection**
- Affidavit of Awareness - HOA Regulations (signed by homeowner and notarized)
- Permit Application for *each* discipline (Plumbing and/or Electrical)
- Job contract - completed and signed by all parties
- Signed and Sealed Plans - (**2 sets**) showing location and attachment of equipment.
- Equipment Specifications (**2 sets**) provided by applicant
- Notice of Commencement-(**Original or Certified**) if the job value is \$2,500 or more

***The application must be completed and include the job value (labor and material)**

***The job description must detail the complete scope of work.**

***The job contract must be signed by the contractor and the property owner. We do not need to have the original; a copy will do.**

***Notice of Commencement must be filed at the Broward County Government Center/Records Division 115 S Andrews Ave Room # 114 (954) 357-7283 or the Recording Office located at 1800 NW 66 Ave. Suite #101 , Plantation FL 33313 (954)831-4000**

ATTENTION HOMEOWNERS

- For owner/builder permits – The permit application and owner/builder affidavit must be notarized by Building Division Clerks. Outside notaries will not be accepted.
- Proof of ownership is required (recorded warranty deed or property tax statement).
- Homeowner must appear in person with a valid picture ID (driver's license, ID card, etc.). The address on ID must be the same as proof of ownership.
- If a contractor is hired, the contractor must pull the permit.

NOTICE TO OWNER

ALL SOLAR INSTALLATIONS REQUIRE HOME OWNER'S ASSOCIATION APPROVAL

- Florida Statute 163.04 - Energy devices based on renewable resources:
Property owners may not be denied permission to install solar equipment. Home Owner's Association may determine the location of such equipment if such determination does not impair the effective operation of the solar collectors.
- Installation of roof mounted photovoltaic or solar support systems typically require roof system penetration to allow attachment to the structure which may create additional long term roof maintenance requirements and/or jeopardize roof system manufacturer'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.



Community Development - Building Division
 2200 Civic Center Place
 Miramar, Florida 33025
 Tel: (954) 602-3200 Fax: (954) 602-3635
<http://www.ci.miramar.fl.us>

OWNER-BUILDER AFFIDAVIT

You have made application for a Building Permit as an Owner-Builder. State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. Please be advised of the following provisions and requirements.

RESPONSIBILITY: The exemption for which you have applied allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building at a cost of \$25,000 or less. The building must be for your own use and occupancy; it may not be built for sale or lease, which is a violation of this exemption. **You may not hire an unlicensed person as your contractor.** Your construction must be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

INSURANCE: Most regular home insurance policies do not cover any damage to persons or property resulting from work of this nature. You are advised to investigate your liability.

WITHHOLDING TAXES, ETC.: You are advised to investigate your responsibility for withholding Social Security, Federal, and State Unemployment Insurance Taxes, as well as Federal Income taxes from the wages of persons employed by you on this construction, and for making returns thereof to the proper agencies.

APPROVED PLAN: The Building Official shall retain one set of the approved plans and the other set shall be kept at the building site, open to inspection by the Building Official, at all reasonable times. The Building Official may stop work, if such plans are not available at the building site. **THE BUILDING PERMIT AND THIS NOTICE MUST BE POSTED AT THE JOB SITE.**

NOTICE OF COMMENCEMENT: If the improvements cost more than \$2,500, you must file a Notice of Commencement before beginning the project. This department can provide the form. You must record the form at the Broward County Government Center, 115 South Andrews Avenue, Fort Lauderdale, and Room 114. Failure to record a Notice of Commencement or incorrect information on the Notice of Commencement could contribute to having to pay twice for the same work or materials. It could also prevent the property from passing code inspection.

INSPECTIONS: You will be responsible as Owner-Builder to see that all inspections are called for; you are not to continue work until each inspection has been approved.

ACKNOWLEDGMENT: I hereby swear and affirm that I am the owner of the property described as:

LOT _____ BLOCK _____ SUBDIVISION _____

ADDRESS _____

I have read the foregoing instructions and am aware of my responsibilities.

 Signature Date Signed

STATE OF FLORIDA)
 COUNTY OF BROWARD)

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Notary Public



Community Development - Building Division
2200 Civic Center Place
Miramar, Florida 33025
Tel: (954) 602-3200 Fax: (954) 602-3635
<http://www.ci.miramar.fl.us>

Affidavit of Awareness of Homeowners' Association Regulations

Residents who own property in a Homeowners' Association (HOA) may be subject to additional Building, Landscaping, or other regulations. This serves to notify such homeowners that the issuance of a Building, Landscaping, or other permit by the City of Miramar, Florida does not exempt them from any and all other regulations imposed by the HOA in which they reside.

(Please Check One)

I acknowledge that ***I am*** an owner of property in the _____ Homeowners' Association.

I am not a property owner in a Homeowners' Association.

(Address)

Miramar, FL

(Zip Code)

(Signature of Homeowner)

(Print Name)

STATE OF FLORIDA

COUNTY OF BROWARD

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public



Community Development - Building Division
 2200 Civic Center Place
 Miramar, Florida 33025
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Solar Attachment Affidavit

RE: Permit # _____

I, _____, acting in my capacity as a
 Licensed Contractor* or Engineer or Architect
 (Circle Applicable Category)

License #: _____ hereby certify that on or
 about _____, I did personally install and/or secure the solar
 equipment per the approved plans and current edition of the Florida Building Code at:
 _____ Miramar, Florida.
 (Job Address)

 (Signature)

In the STATE OF FLORIDA, COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____

By _____ Notary Public, State of Florida
 (Print Name)

 (Print, type or stamp Notary's name) Commission Number: _____

Personally known _____ or Produced Identification _____

Type of identification produced _____

* General, Building, or Residential Contractor licensed under Florida Statute 489.



2200 Civic Center Place

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PERMIT APPLICATION

Permit Type (Check one): STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING, LANDSCAPING

Date _____ Tax Folio # _____ Master # _____
 Owner Name _____ Permit # _____
 Owner Address _____ City, State, Zip _____
 E-Mail _____ Phone # _____

Contractor Company Name _____
 Contractor Address _____ City, State, Zip _____
 State Certificate or Registration _____ Phone # _____
 Certificate of Competency _____ Fax # _____
 E-Mail _____
 Architect / Engineer _____ Phone # _____

Job Name _____ Gate Code _____
 Job Address _____ **Miramar, FL** Zip _____
 Subdivision _____ Lot _____ Blk _____
 Type of Work New Existing Commercial Residential Add Alt Repair
 Use/Occupancy _____ No. of Stories _____ Bed _____ Bath _____
 Job Description _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A *NOTICE OF COMMENCEMENT* MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Linear / Sq. Ft. _____
 Contract Value _____
 Estimated Cost _____

Application is hereby made to obtain a permit to do work and installations 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 regulating construction in the City of Miramar, Florida. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, etc.

PERMIT APPLICANT AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning.

Signature _____
 Contractor (Qualifier) * If Permit is by Owner, the owner must sign

Print Name _____
 State of Florida, Broward County

On this _____ day of _____ 20 _____ the person whose name is subscribed to within this instrument, personally appeared before / personally known to me, the undersigned Notary Public of the State of Florida, and he / she acknowledges that he / she executed it.

 Notary Public, State of Florida

O	Permit Fee	_____
F	Plan Review	_____
F	Training	_____
I	Radon	_____
C	Constr. Fund	_____
E	Brow. Surv.	_____
U	7% Surcharge	_____
S	Total	_____
E		

NOTICE: In addition to the requirements of this permit, there may additional restrictions applicable to this property that may be found in the public records of this county.

This permit does not become valid until signed by the Building Official (or designated employee) of the City of Miramar and all fees are paid.

 Authorized Signature

Inspection will be made on or about the following workday after request. Plans & permit must be on job before inspection will be made. Obtain certificate of occupancy from Building Division before using completed Building.



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PERMIT APPLICATION

Permit Type (Check one): STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING, LANDSCAPING

Date _____ Tax Folio # _____ Master # _____
 Owner Name _____ Permit # _____
 Owner Address _____ City, State, Zip _____
 E-Mail _____ Phone # _____

Contractor Company Name _____
 Contractor Address _____ City, State, Zip _____
 State Certificate or Registration _____ Phone # _____
 Certificate of Competency _____ Fax # _____
 E-Mail _____
 Architect / Engineer _____ Phone # _____

Job Name _____ Gate Code _____
 Job Address _____ **Miramar, FL** Zip _____
 Subdivision _____ Lot _____ Blk _____
 Type of Work New Existing Commercial Residential Add Alt Repair
 Use/Occupancy _____ No. of Stories _____ Bed _____ Bath _____
 Job Description _____

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Linear / Sq. Ft. _____
 Contract Value _____
 Estimated Cost _____

Application is hereby made to obtain a permit to do work and installations 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 regulating construction in the City of Miramar, Florida. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, etc.

PERMIT APPLICANT AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning.

Signature _____
 Contractor (Qualifier) * If Permit is by Owner, the owner must sign

Print Name _____
 State of Florida, Broward County

On this _____ day of _____ 20 _____ the person whose name is subscribed to within this instrument, personally appeared before / personally known to me, the undersigned Notary Public of the State of Florida, and he / she acknowledges that he / she executed it.

 Notary Public, State of Florida

O	Permit Fee _____
F	Plan Review _____
F	Training _____
I	Radon _____
C	Constr. Fund _____
E	Brow. Surv. _____
U	7% Surcharge _____
S	Total _____
E	

NOTICE: In addition to the requirements of this permit, there may additional restrictions applicable to this property that may be found in the public records of this county.

This permit does not become valid until signed by the Building Official (or designated employee) of the City of Miramar and all fees are paid.

 Authorized Signature

Inspection will be made on or about the following workday after request. Plans & permit must be on job before inspection will be made. Obtain certificate of occupancy from Building Division before using completed Building.

NOTICE OF COMMENCEMENT

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:

this space reserved for recorder

1. Legal Description of Property: Lot _____ Block _____ Unit # _____ Bldg # _____ Lengthy legal attached
Subdivision/Condominium: _____

Street Address if available: _____

2. General Description of Improvement: _____

3.a. Owner name and address: _____

b. Interest in property: _____

c. Name/mailling address of fee simple title holder (if other than Owner): _____

4. a. Contractor name and address: _____

b. Contractor's phone number: _____

5. a. Surety name and address: _____

b. Surety's phone number: _____

c. Amount of bond: \$ _____

6. a. Lender name and address: _____

b. Lender's phone number: _____

7. a. 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: _____

b. Phone Number: _____

8. a. In addition to himself or herself, the Owner designates _____ to receive a copy of the Lienor's Notice per section 713.13(1)(B), Florida Statutes:

b. Phone number of person or entity designated by owner _____

9. Expiration date of notice of commencement: _____

(the expiration date is 1 year from date of recording unless a different date is specified).

WARNING OT OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13 FLORIDA STATUTES, AND CAN RESULT IN YOU 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(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/ Manager

By _____ By _____
Print Name _____ Print Name _____
Title/Office _____ Title/Office _____

STATE OF FLORIDA
COUNTY OF BROWARD

The forgoing instrument was acknowledged before me this _____ day of _____,
by _____

Individually, or as _____ for _____

personally known or produced the following type of identification: _____

Signature of Notary Public: _____

Printed name: _____

(SEAL)

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(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/ Manager who signed above:

By _____ By _____

Broward County Board of Rules and Appeals
Staff Recommendation
Guideline for Expedited Permit Process for Small-Scale, Single Phase
Electrical PV Systems

The information in this guideline is intended to help local jurisdictions and contractors identify when Electrical PV system installations are simple, needing only a basic review, and when an installation is more complex. It is likely that 50%-75% of all residential systems will comply with these simple criteria. For projects that fall to meet the simple criteria, refer to Uniform Permit Matrix for Solar Thermal and Solar Electrical installations in the High Velocity Hurricane Zone.

Required Information for Permit:

1. Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and ac connection to building (see supplied standard electrical diagram).
2. Specification sheets and installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

Step 1: Electrical Review of PV System (Calculations for Electrical Diagram)

In order for a PV system to be considered for an expedited permit process, the following shall apply:

1. PV modules, utility-interactive inverters, and combiner boxes are identified for use in PV systems.
2. The PV array is composed of 4 series strings or less, and 15 kW_{STC} or less.
3. The inverter has a continuous power output 13,440 Watts or less
4. The ac interconnection point is on the load side of service disconnecting means (690.64(B)).
5. The electrical diagram (E1.1) can be used to accurately represent the PV system.

Fill out the standard electrical diagram completely. A guide to the electrical diagram is provided to help the applicant understand each blank to fill in. If the electrical system is more complex than the standard electrical diagram can effectively communicate, provide an alternative diagram with appropriate detail.

Design Temperatures For Various U.S. Cities

The following table indicates the 2% design temperature (averaged for June-August) for various cities; and the lowest expect ambient temperature [690.7] for each location (Min Mean Extreme Annual DB). The first column is elevation of the station for comparing climates with locations not listed. Column two represents the ASHRAE 2% design temperature(1). The third through sixth column is the resultant ambient temperature inside the conduit-unloaded(2). It is the temperature the wire is subjected to. The last column is the lowest expect ambient temperature for that city, based on 30 years of weather data. This is the temperature to be used for maximum voltage calculations in NEC 690.7. All temperatures in Celsius.

State	Station	Elev (M)	High	Temp. in Conduit in Sunlight (°C)				Extreme Annual DB	
			2%	Distance above roof.				Mean	
			DB	0"-0.5"	0.5"-3.5"	3.5"-12"	12"-36"	Max	Min
FL	FORT LAUDERDALE HOLLYWOOD	3	34	67	56	51	48	36	4

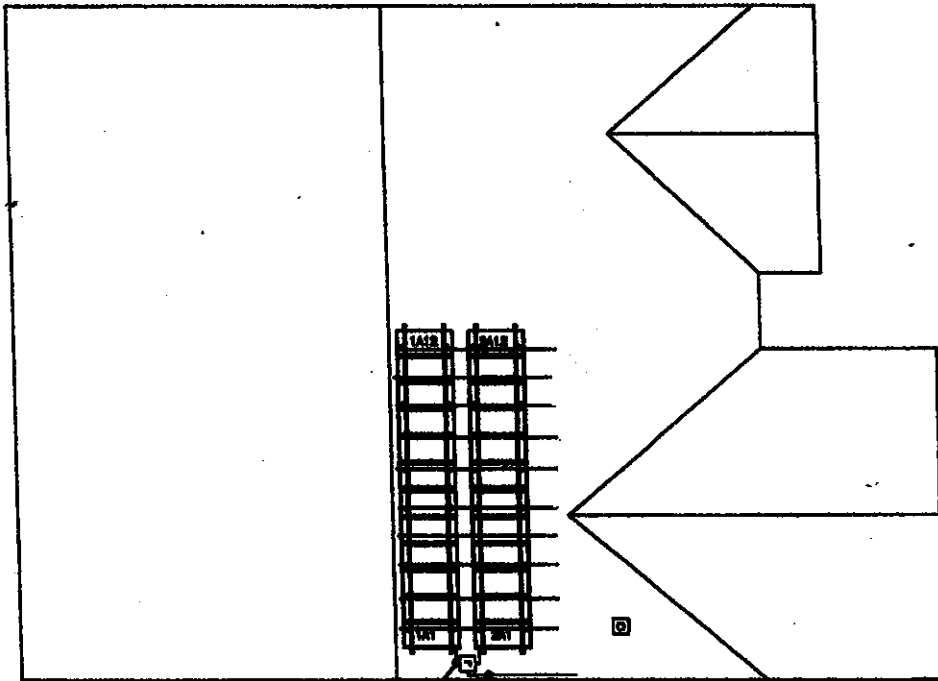
PV ARRAY LAYOUT & WIRING PLAN

ARRAY CONDUIT & WIRING ARRANGEMENT

1. FREE-AIR / 1/2 inch Conduit Sleeve**
(2) #12 AWG; R, W
2. To DC Disconnect
1/2 inch Conduit
(4) #12 AWG: (2)R, (2)W
(1) #8 GND

** Sleeve provides protection from physical Damage per NEC 300.13 & 300.18

All installations shall comply with Manufacturer's Installation Instructions.



CUSTOMER NAME

ADDRESS

DESIGNED BY	?	CHECKED BY	?
SCALE	1/8" = 1'	DATE DRAWN	?

COMPANY LOGO	COMPANY NAME
	ADDRESS

