



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Solar Permit Checklist

The following items are required with submission of your permit application:

- **A completed Indian River County/City of Vero Beach Scope of Work permit application.**
- **Documentation that verifies job value. Examples include a copy of the signed contract between the owner and contractor or a signed estimate, etc.**
- **Residential Solar Applications require 2 sets of engineered plans while Commercial Solar Applications require 3 sets of engineered plans. Plans must include but not limited to the below information:**
 - **Site Specific Signed and Sealed plans from a Florida Licensed Engineer.**
 - **Wind Design Criteria indicated on plans.**
 - **Indicate Access points, pathways and set-back information.**
 - **Engineer must evaluate the roof and state on the plans that roof is capable of supporting the weight of the PV system.**
 - **Complete Electrical Details for PV installation.**
 - **Indicate on plans that PV modules are listed to UL 1703.**
 - **Ground mounted PV systems require a legible survey or site plan showing the location of the PV System and indicate distances from structures and property lines.**
- **Ground mounted PV systems require approval from the Planning Department having jurisdiction.**
- **Commercial Solar applications also require a Fire Prevention Bureau review and approval.**
- **After permit has been issued and the roof top solar system has been installed the applicant must submit the Solar Panel Roof Attachment Inspection Affidavit prior to scheduling the Final Inspection.**
- **A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted prior to first inspection if job value exceeds \$2500.**
- **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**



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Solar Permit Application

Parcel #: _____ JOB ADDRESS: _____

JOB DESCRIPTION: _____

Owner: _____ Phone: _____

Contractor: _____ Phone: _____

Email: _____ Contractor FAX: _____

Contractor License Number: _____ IRC Certificate #: _____

Engineer: _____ Phone: _____ Email: _____

Job Value*: _____ RESIDENTIAL COMMERCIAL

Indicate type of solar system to be installed below:

GROUND MOUNT SYSTEM ROOF MOUNT SYSTEM

After permit has been issued and solar system has been installed the applicant must submit the Solar Panel Roof Attachment Inspection Affidavit for all roof top installations.

This affidavit must be on-file prior the Final Inspection of the solar system.

****Notice of Commencement is required if job value exceeds \$2500.00***

Application is hereby made to obtain a permit to do the 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, insurance, and worker's compensation. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONER, ETC. Properties on which earth spills or other debris falls shall be cleaned immediately. All streets, sidewalks, and curbs damaged due to this construction shall be repaired to the satisfaction of the Engineering Department prior to the issuance of Certificate of Completion. IN APPLYING FOR THIS PERMIT, I HEREBY ATTEST THAT I HAVE THE KNOWLEDGE AND UNDERSTANDING OF ALL THAT IS REQUIRED BY THE FLORIDA BUILDING CODE AND ALL LAWS AND REGULATIONS PERTAINING TO PERFORMING AND COMPLETING THIS TYPE OF WORK.

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



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

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 COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner Signature

Contractor Signature

Acknowledgement for Person in an Individual Capacity

State of Florida, County of The foregoing instrument was acknowledged before me by means of physical presence or online notarization this day of 20 by

who is personally known or produced identification Type of ID Produced Printed Name of Notary Signature of Notary Notary Seal

State of Florida, County of The foregoing instrument was acknowledged before me by means of physical presence or online notarization this day of 20 by

who is personally known or produced identification Type of ID Produced Printed Name of Notary Signature of Notary Notary Seal

Acknowledgement for Person in a Representative Capacity

State of Florida, County of The foregoing instrument was acknowledged before me by means of physical presence or online notarization this day of 20 by (Name of Person) as (Explain

Representative Capacity) for (Name of Party on Behalf of Whom Instrument was Executed).

who is personally known or produced identification Type of ID Produced Printed Name of Notary Signature of Notary Notary Seal

State of Florida, County of The foregoing instrument was acknowledged before me by means of physical presence or online notarization this day of 20 by (Name of Person) as (Explain

Representative Capacity) for (Name of Party on Behalf of Whom Instrument was Executed).

who is personally known or produced identification Type of ID Produced Printed Name of Notary Signature of Notary Notary Seal



Indian River County Building Division

Solar Panel Roof Attachment Inspection Affidavit

This affidavit must be submitted prior to scheduling the Final Inspection

PERMIT #: _____

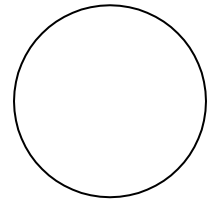
JOB ADDRESS: _____

I, _____ licensed as a

Contractor, Engineer, or Architect - License #: _____

On (date and time), _____ I personally inspected all of the solar panel roof attachments and found the panels to have been mounted and fastened in accordance with the requirements of the 2020 7th Edition of the Florida Building Code and the reviewed engineer's plans for the work located at the above address. Based on that examination and inspection, I hereby certify that, to the best of my knowledge, the installation has been done in accordance with the requirements of the 2020 7th Edition of the Florida

Building Code and the approved plans.



Seal

Address: _____ Permit Number: _____

Owner / Contractor Signature

PRINT Owner / Contractor Name

Acknowledgement for Person in an Individual Capacity

State of Florida, County of _____
The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____,
by _____
who is personally known or produced identification
Type of ID Produced _____
Printed Name of Notary _____
Signature of Notary _____
Notary Seal

Acknowledgement for Person in a Representative Capacity

State of Florida, County of _____
The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____,
by _____ (Name of Person) as _____ (Explain Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed).
who is personally known or produced identification
Type of ID Produced _____
Printed Name of Notary _____
Signature of Notary _____
Notary Seal