



SOLAR SYSTEM REQUIREMENTS PERMIT APPLICATION CHECKLIST

Minimum Permit Requirements for Solar Systems:

Broward County Uniform Building Permit Application (*filled out and notarized*)

Documented proof of cost, including all trades (*signed contract*)

Notice of Commencement (*if job value is over \$5,000*)

Signed and Sealed Drawings with all Design Calculations

- Verify panel installation meets wind load specifications
- Verify framing meets uplift & lateral forces
- Design of connections for wind loads
- Roof penetration details

All documents outlined in the guidelines for Solar Permitting (*see below*)

FBC110.10.1.1 Special Inspector is required for all solar panel to roof truss connections;
Provide a completed S.I. form properly completed, signed and sealed by PE

Note: per FBC 110.10.7 Final compliance letter is required upon completion of all work

Designer of record to provide a statement on plans certifying that the additional loads imposed by the proposed solar system, will not adversely affect the roof and structure in normal & hurricane conditions.

Owners Notification Form signed by the Owner and Contractor

Roof Top Penetration Form signed by the Owner

Please note:

- Roof access pathways and minimum spacing shall be required to provide emergency access to the roof per R324.
- Have ladder, permit, plans and PE final compliance letter available at your final inspection.
- -690.4.B Provide Manufacturer's specifications of modules, converters, inverters, combiner, charge controllers, racking system AND installation instructions of all equipment.

**THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS**

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-14-2025

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Private Provider? YES NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Application Number: _____ Application Date: _____

1	Job Address: _____	Unit: _____	City: _____	
	Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____			
	Building Use: _____		Construction Type: _____	Occupancy Group: _____
	Present Use: _____		Proposed Use: _____	
	Description of Work: _____			
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision		<input type="checkbox"/> Other: _____		
Legal Description: _____			<input type="checkbox"/> Attachment	
2	Property Owner: _____ Phone: _____ Email: _____			
	Owner's Address: _____ City: _____ State: _____ Zip: _____			
	Contracting Co.: _____ Phone: _____ Email: _____			
3	Company Address: _____ City: _____ State: _____ Zip: _____			
	Qualifier's Name: _____		Owner-Builder License Number: _____	
	<input type="checkbox"/> License Exempted per F.S. 489.117(4)(a)1		Business Tax Receipt Number: _____	
4	Architect/Engineer's Name: _____ Phone: _____ Email: _____			
	Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____			
	Bonding Company: _____			
	Bonding Company's Address: _____ City: _____ State: _____ Zip: _____			
	Fee Simple Titleholder's Name (If other than the owner) _____			
	Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____			
	Mortgage Lender's Name: _____			
Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____				

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

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 in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

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.

<p><input checked="" type="checkbox"/> _____ Signature of Property Owner or Agent (Including Contractor)</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Property Owner or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p><input checked="" type="checkbox"/> _____ Signature of Qualifier</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Qualifier or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: _____ Permit Officer _____ Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT: _____

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER: _____

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT: _____

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER: _____

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 AND PHONE NUMBER: _____

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER: _____

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20_____

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 WITH 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

State of Florida

County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) _____ (type of authority,...e.g. officer, trustee, attorney in fact)

For ___. (name of party on behalf of whom instrument was executed)

____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

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

By _____

By _____



GUIDELINES FOR SOLAR PERMITTING

Required permits shall only be issued to Certified Electric and Plumbing Contractors. Solar Contractors may obtain permits for residential installations only.

SOLAR THERMAL INSTALLATION

1. Water Heaters, Swimming Pool Heater Installations

PERMITS

- Primary Permit Plumbing
- Secondary Permit Structural

INSPECTIONS

- Plumbing Final
- Structural In Progress and Final

SOLAR ELECTRIC INSTALLATION

2. Electric PV Panels

PERMITS

- Primary Permit Electric
- Secondary Permit Structural

INSPECTIONS

- Electrical In Progress and Final
- Structural Final, with S.I. Compliance Letter

HYBRID INSTALLATION

3. PV Panels system combined with integral solar water systems

PERMITS

- Primary Permit Structural
- Secondary Permit Electric
- Secondary Permit Plumbing

INSPECTIONS

- Structural Final, with S.I. Compliance Letter
- Electrical In Progress and Final
- Plumbing Final

General Requirements	Submittal Requirements	F.S. / CODE SECTION
1. Permit Application		FBCB 105.3 BCAP 105.3
2. Building/Equipment Layout Plan		FBCB 106 BCAP 106
3. Structural Design <ul style="list-style-type: none"> • Photovoltaic Roof Mounted Panels and Solar Equipment 	Submit signed and sealed drawing and design calculations by Licensed Professional Engineer or Registered Architect showing: <ul style="list-style-type: none"> • Documentation/Verification exposed solar panel equipment meet wind loads • Documentation/Verification support framing meets both uplift and lateral forces • Design of connections for the wind loads • Documentation/Verification structural supports will accommodate additional dead loads. 	FBCR 4402.11.2 FBCEB 404 FBCR 4403.1.2 FBCEB 707 FBCR 4403.7.8 FBCR 4403.9.1 FBCR 4403.9.2 FBCR 4403.9.3 FBCR 4403.10
4. Roof Design		FBCE 611 REFERENCE SEC 1612-1525 FBC
<ul style="list-style-type: none"> • Building Integrated Photovoltaic (BIPV) 	Submit a detail of the roof penetration flashing	FBCR 4402.1.3 FBCB 1512.3 FBCR 4402.1.2.1 FBCB 1512.2.1 FBCR 4402.5.2 FBCB 1516.2
<ul style="list-style-type: none"> • Photovoltaic Roof Mounted Panel 	Submit a detail of the roof penetration flashing Submit clearance requirements	FBCR 4402.3 FBCB 1514 FBCR 4402.11.3.1 FBCB 1522.3.1
<ul style="list-style-type: none"> • Solar Thermal 	Submit a detail of the roof penetration flashing Submit clearance requirements	FBCR 4402.3 FBCB 1514 FBCR 4402.11.3.1 FBCB 1522.3.1
5. System Components		
<ul style="list-style-type: none"> • Solar Water Heater 	Submit FSEC Approval/Listing and System Reference Drawing	FBCB 101 FBCR N 1112 BCAP 101
<ul style="list-style-type: none"> • Solar Water Heater using a PV powered pump 	Submit listing for PV panel and pump	NEC ARTICLE 690
<ul style="list-style-type: none"> • Solar Swimming Pool Water Heater 	Manufacturers selected system installation manual/detail and system specifications. Submit FSEC Approval/Listing and System Reference Drawing	FBCB 106 FBCB 106 FBCB 101 F.S. 377.705 BCAP 101
<ul style="list-style-type: none"> • Photovoltaic System • Electric engineer requirements 	Plans must be signed and sealed by a Professional Engineer if: <ol style="list-style-type: none"> 1. The system has a value of more than \$50,000.00 or 2. The system has an aggregate service capacity of 600 amperes (240 volts) or more for a residential electric system or 3. The system has an aggregate service capacity of 800 amperes (240 volts) or more for a commercial or electric system 	F.S. 471.003(h)
<ul style="list-style-type: none"> • Statutory Requirement 	FSEC will generate a System Certification Approval Form	F.S. 377.705
<ul style="list-style-type: none"> • Electrical Diagram 	Submit electrical diagram designed in accordance to the National Electric Code Article 690 for Solar Photovoltaic Systems, in its entirety.	NEC ARTICLE 690
<ul style="list-style-type: none"> • Component Documentation 	<ul style="list-style-type: none"> • FSEC Certification 	F.S. 377.705 NEC 110.3(b)
Abbreviations	<ul style="list-style-type: none"> • BCAP =BROWARD COUNTY ADMINISTRATIVE PROVISIONS • FBCB = FLORIDA BUILDING CODE, BUILDING VOLUME • FBCEB = FLORIDA BUILDING CODE, EXISTING BUILDING VOLUME 	<ul style="list-style-type: none"> • FBCR = FLORIDA BUILDING CODE, RESIDENTIAL VOLUME • FS = FLORIDA STATUTE • FESC = FLORIDA SOLAR ENERGY CENTER • NEC = NATIONAL ELECTRIC CODE

Broward County Board of Rules and Appeals
One North University Drive, 3500-B
Fort Lauderdale, Florida 33324

Effective: April 8th, 2021
Telephone: 954.765.4500
Facsimile: 954.765.4504

FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 8th Edition 2023

NOTICE TO PROPERTY OWNER:

You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

Note: The Building Official determines which discretionary inspections are to be delegated.

DATE: _____ IDENTIFICATION, CONTROL OR BUILDING PERMIT # _____

PROJECT NAME: _____

JOB ADDRESS: _____ ZIP: _____

LEGAL DESCRIPTION: _____ FOLIO #: _____

A. MANDATORY INSPECTIONS TYPE BY CODE:

1) Precast Concrete Units – Section 110.10.2.1 Yes No
2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance)* Yes No
*unless noted otherwise on plan Yes No
3) Connections – 110.10.2.3 Yes No
4) Metal System Buildings – Section 110.10.2.4 Yes No
5) Smoke Control Systems – Section 110.10.2.5 Yes No

B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:

1) Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and
Critical Structural Connections – Section 110.10.1.1 Yes No
2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1 Yes No
3) Pile Driving Only – Section 110.10.1.1 Yes No
4) Precast Concrete Units – Section 110.10.2.1 Yes No
5) Reinforced Unit masonry – Sections 110.10.2.2 Yes No
6) Other ALL SOLAR PANEL TO ROOF TRUSS CONNECTIONS Yes No

C. MANDATORY DOCUMENTATION

1) Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application.
2) Progress Report/Inspection reports during construction in accordance with Section 110.10.6.
3) Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7.

ACKNOWLEDGMENT

Permit Holder's Signature: _____ Date: _____

Printed Name: _____

License # (if applicable): _____

SPECIAL BUILDING INSPECTOR: Registered Architect and/or Licensed Engineer

Signature of Special Building Inspector: _____

Printed Name of Special Building Inspector: _____

Address of Special Building Inspector: _____

DATE and SEAL

State of Florida Registration # _____ Telephone # _____ Email: _____

Date: _____

Building Official (or designated representative)

*****BE ADVISED THIS DOES NOT PRECLUDE YOU FROM OTHER MANDATORY INSPECTIONS IN THE CODE*****



OWNERS NOTIFICATION FOR ALL SOLAR PERMITS

OWNERS NOTIFICATION

"Installation of roof mounted photovoltaic or solar support systems typically require roof system penetrations to allow attachment to the structure which create additional long term roof system 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."

OWNER

PRINT NAME

SIGNATURE

DATE**CONTRACTOR**

PRINT NAME

SIGNATURE

DATE



ROOFTOP PV SOLAR SYSTEM AFFIDAVIT

ROOFTOP PHOTOVOLTAIC SOLAR SYSTEM AFFIDAVIT

Pursuant Section 3.29 of the Margate Zoning Code, I, _____, owner of the property located at _____ submit formal acknowledgement that I have read and understand the following conditions, with regards to any rooftop photovoltaic solar system:

- 1) The subject property is not located in a homeowners or condominium association, or otherwise subject to restrictive covenants.

- OR -

The subject property is located in a homeowner's association, condominium association, or otherwise subject to restrictive covenants, and the property may be subject to additional regulations or requirements despite the issuance of a permit by the City, provided those same regulations or requirements do not infringe upon a property owner's rights as provided for in Section 163.04, Florida Statutes.

Initial

- 2) The issuing of said permit for a rooftop photovoltaic solar system does not create in the subject property owner(s), its, his, her, or their successors and assigns in title, or create in the property itself a right to remain free of shadows and/or obstructions to solar energy caused by development adjoining on other property or the growth of any trees or vegetation on other property or the right to prohibit the development on or growth of any trees or vegetation on another property.

Initial

Property Owner Signature:

Date:



SECURE THIS JOB

**DURING A HURRICANE WATCH
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO SECURE THIS JOB**

**IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects
in exposed outdoor locations
shall be lashed to rigid construction
or shall be stored in buildings.**

**Florida Building Code Broward County Administrative Provisions
Section 110.13.2**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE
TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR
RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.**

THIS INCLUDES BUT IS NOT LIMITED TO:

110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash	
110.13.2.2 Construction Waste and Trash Contained	110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile & Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer
AND PROTECT ALL GLASS AREAS	