



City of Pompano Beach
Department of Development Services
Building Inspections Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4669 Fax: 954.786.4677

Solar (Thermal/Photovoltaic) Checklist

This application can be submitted online through our Electronic Plan Review System.
Click here to see our Applicant Guide, showing you how submit any permit application online in Pompano.

REQUIRED PERMIT APPLICATIONS:

- Checkboxes for Broward County Uniform Permit Application (Plumbing or Electrical checked), Broward County Uniform Permit Application (Building checked) for Mounting Panels, Pompano Beach Fire Plan Review Application, Pompano Beach Zoning Compliance Permit Application, and May also require Special Inspector form if Attachment Details are for truss anchors.

CONSTRUCTION DOCUMENTS/DETAILS

- Roof Plan - Scale drawing indicating the location of the solar panels installation on the roof
For Solar Thermal Systems:
- Plumbing riser diagram showing the piping layout (type, size, & anchor details)
- Specification sheets, installations manual (if available) for all manufactured components including, but not limited to, solar panel, recirculation pumps, supporting frames and mounting.
- Provide the attachment details, flashing details, construction design for the unit and any supporting frame members (sealed by the appropriate design professional) for the Wind Zone, additional loading, and any site conditions.
For Photovoltaic Systems:
- Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter disconnect, grounding, required signed and AC connection to building.
- Specification sheets with listings of all components, installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnect, and mounting system.
- Provide the attachment details, flashing details, construction design for the unit and any supporting frame members (sealed by the appropriate design professional) for the Wind Zone, additional loading, and any site conditions.
- For battery backup systems, include a summary of all standby loads, including power ratings and estimated daily energy consumption for each load to show that inverter and battery selection will meet the standby needs.
- Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.
For Hybrid Systems (Combinations of both Photovoltaic system with Solar Thermal Systems):
This type of system shall meet the permitting requirements for both items listed above.
Choose one of the following:
- Florida Solar Energy Center (FSEC) System Approval Report - All solar systems drawings shall be accompanied with a FSEC Approval report
--- OR ---
- Signed and Sealed Engineered Drawings



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REVISIONS AFTER PERMITS ARE ISSUED

- Submit only 1 copy of the sheets being revised (Complete set not required).
Include a 'Revision Submittal Form', identifying the purpose of the revision and what is being revised.
All revisions shall be identified and clouded.

CONTRACTORS

- Solar Contractors (PV) may obtain the Building permit in either Solar Thermal or Photovoltaic systems.
Plumbing Contractors may obtain the master permit in the Solar Thermal category.
Electrical Contractors may obtain the Electrical permit in the Photovoltaic category, being that a building contractor shall obtain the Building permit for the installation of the panels.

INSPECTIONS

Solar Thermal

Plumbing Permit

- P PLUMBING ROUGH
P FINAL-PLUMBING

Photovoltaic

Building Permit Inspections

- BLDG ATTACHMENT
BLDG FINAL STRUCTURAL (Called after all other permits are closed)
If utilized, Special Inspector Reports must be submitted to the Building Inspector prior to BLDG FINAL

Electrical Permit Inspections

- EL PHOTOVOLATIC RAIL BOND (Must be called before the Solar Array is installed)
EL SERVICE ROUGH
EL FINAL

Fire Permit Inspections (If applicable)

- FIRE DEPARTMENT FINAL

Zoning Permit Inspections

- ZONING FINAL (May be called with the BLDG FINAL Inspection)

Hybrid Systems

See both lists above.



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CONTRACTOR REQUIREMENTS

Contractors are required to submit their license and insurance information to the City of Pompano Beach Business Tax Division. All Licenses and Insurances must be current and up to date at time of permit issuance.

The following items can be submitted to BusinessTaxReceipt@copbfl.com:

- Complete Contractor Maintenance form (Prior to issuance of the Contractors first permit)
Proof of State or County License
Proof of Workers Compensation Insurance
Proof of General Liability Insurance

NOTICE OF COMMENCEMENT

In accordance with Section 713.13 of the Florida Statutes, a Notice of Commencement is required for the construction of, improvements to, alteration of or repair of real property. The Notice of Commencement must be recorded with Broward County Records, Taxes and Treasury Division, or in the office of the clerk where the real property is located.

A Notice of Commence is required to be submitted when the contract price is greater than \$2,500.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection.

Visit Broward County's website for more information:

https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx