

## **City of Oviedo**

### **Solar Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- Two (2) copies of signed and sealed engineering for the solar collectors to be mounted on the roof to meet minimum 120 mph (3 second gust) windloads or provide proof that the assembly has been tested by a recognized testing lab to meet 120 mph (3 second) windloads. FBCR M2301.2, FBCR M1307.3, FBCB 1609.1.3, FBCB 106 (may be master filed)
- For factory built systems submit the listing and label showing the manufacturer's name, address, model number, collector dry weight and maximum allowable temperatures and types of heat transfer fluid allowed.
- Two (2) copies of the roof plan layout (may be hand drawn)
- Two (2) copies of the Florida Solar Energy Center summary information sheet.
- Two (2) copies of the component identification sheets (riser diagram)
- Two (2) copies of the manufacturer's installation instructions for the equipment and any appliances.

*These guidelines were compiled to assist the applicant in preparing a solar permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*