



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: permits@fruitlandpark.org

Photovoltaic Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. ELECTRICAL LINE DIAGRAM
3. SITE PLAN SHOWING LOCATION OF PANELS
4. ENGINEER PLANS
5. INTERCONNECTION AGREEMENT W/ LEESBURG ELECTRIC **SIGNED & APPROVED**
[Solar Installations \(leesburgflorida.gov\)](http://www.leesburgflorida.gov)
6. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH LAKE COUNTY AND DISPLAYED UPON FIRST INSPECTION. <https://cdn.lakecountyfl.gov/media/lbrbgx41/bf29-notice-of-commencement-ada.pdf>
(Email a copy of the recorded NOC to PERMITS@FRUITLANDPARK.ORG)
7. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED
(Property record card can be found at <https://www.lakecopropappr.com/>)

Please verify that your plans provide the following minimum information:

1. Electrical diagram showing PV array configuration, wiring system, over current protection, inverter disconnect, grounding, required signs and AC connection to building (see supplied standard electrical diagram)
2. Specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnect and mounting system.
3. 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.
4. 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.
5. Electrical calculations showing that all wire sizing has been determined with proper amp capacity, conduit fill and ambient derating factors.

PLEASE REQUEST INSPECTIONS BY SENDING AN EMAIL TO PERMITS@FRUITLANDPARK.ORG
INSPECTIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE, TYPICALLY THE NEXT BUSINESS DAY.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.

PV Solar Permit

To Schedule An Inspection - email: permits@fruitlandpark.org		Permit Application		NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.		Permit Number		
You must submit 1 notarized copy if signed prior to coming to City Hall or permits@fruitlandpark.org				Project Address				
				Project Description				
Property ID Key/Number				Parcel Number				
Owner's Name		Mailing Address		City, State, Zip		Telephone		
						Email Address		
General Contractor		Mailing Address		City, State, Zip		Telephone		
						GC License #		
Construction Contractor		Mailing Address		City, State, Zip		Telephone		
						Construction License #		
Electrical Contractor		Mailing Address		City, State, Zip		Telephone		
						Electrical License #		
Plumbing Contractor		Mailing Address		City, State, Zip		Telephone		
						Plumbing License #		
HVAC Contractor		Mailing Address		City, State, Zip		Telephone		
						HVAC License #		
Commercial Residential								
Legal Description								
Bonding Company								
Bonding Company Address								
Architect's Name								
Architect's Address								
Project Information								
Flood Zone								
Setbacks Provided over Required (ft)								
Front		Rear		Side		Corner		
Project		Area		Electrical	Hvac	Water		
New		Living		Service Size	Type	Municipal		
Alteration		Garage				Well		Size
Addition		Porch(s)			Efficiency		Plumbing	
Repair		Other			Airhandler		Sewer	
Other		Total			Condenser		Septic	
Garage		Number of Bedrooms					Code In Effect	
Attached								
Detached								
Applicant Signature		Date						
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. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all Re-Inspection Fees.								
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.								
(Seal) Notary Public								
Revised & Approved 9/13/2021								

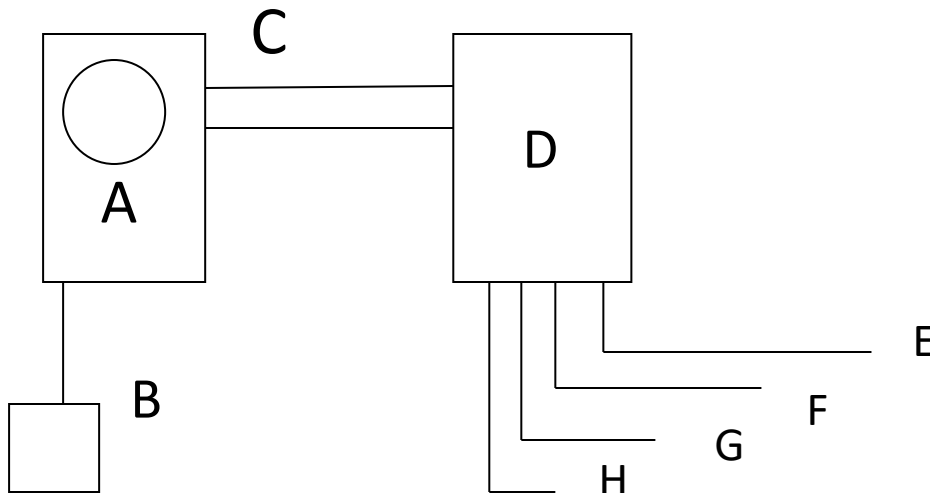
LINE DIAGRAM/UPGRADE FORM

Instructions: Please fill out this form to the best of your ability, and note that this is a generic form and that some items listed may not apply to your permit. The length is listed for voltage drop consideration. Anything that is existing, please put Existing in the first space of that item and leave the rest of the blanks for that item blank.

Work Description:

- A. Meter Combination _____ Voltage, phase amp rating _____ AIC rating _____
- B. Ground Type _____ Grounding Electrode Conductor size and type _____
- C. Conduit Type and Size _____ Conductor Number/Type/Size _____
Parallel Length _____
- D. Panel Rating in Amps _____ Number of Circuits _____ Disconnect? _____
- E. Breaker Size _____ Voltage _____ Conductor Size and Type _____
Load _____ Approximate Length _____
- F. Breaker Size _____ Voltage _____ Conductor Size and Type _____
Load _____ Approximate Length _____
- G. Breaker Size _____ Voltage _____ Conductor Size and Type _____
Load _____ Approximate Length _____
- H. Breaker Size _____ Voltage _____ Conductor Size and Type _____
Load _____ Approximate Length _____

Calculated Load _____



After recording, return to:

Permit No.: _____
Tax Folio No.: _____

Notice of Commencement

State of Florida | County of Lake

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.

1. Description of the Property: *(legal description of the property and street address if available)*

Legal Description: _____

Street Address: _____

2. General Description of Improvement

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: _____

Address: _____

Interest in Property: _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information

Name: _____ Phone No.: _____

Address: _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: _____ Phone No.: _____

Address: _____ Amount of Bond: \$ _____

6. Lender Information:

Name: _____ Phone No.: _____

Address: _____

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: _____ Phone No.: _____

Address: _____

8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: _____

9. Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording unless a different date is specified)*.

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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, as _____ for _____ who

Type of authority (i.e. officer, trustee, attorney in fact)

Name of party on behalf of whom instrument was executed

is personally known or produced _____ as type of identification.

Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)