



## COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: [permits@fruitlandpark.org](mailto: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 \(lesburgflorida.gov\)](http://www.lesburgflorida.gov)
6. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH LAKE COUNTY AND DISPLAYED UPON FIRST INSPECTION IF JOB EXCEEDS \$5,000.  
<https://cdn.lakecountyfl.gov/media/lbrbgx41/bf29-notice-of-commencement-ada.pdf>  
(Email a copy of the recorded NOC to [PERMITS@FRUITLANDPARK.ORG](mailto: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/> )
8. JOB COST VALUE FORM

### **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](mailto: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 -<br>email: <a href="mailto:permits@fruitlandpark.org">permits@fruitlandpark.org</a>   |  | <h2 style="margin: 0;">Permit Application</h2> |  | <b>NOTICE:</b> 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 <a href="mailto:permits@fruitlandpark.org">permits@fruitlandpark.org</a>  |  |  |  | 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 #         |                |  |
| <div style="display: inline-block; width: 45%;">Commercial</div> <div style="display: inline-block; width: 45%;">Residential</div>   |  |  |  |   |            |                        |                |  |
| Legal Description  |  |  |  |   |            |                        |                |  |
| Bonding Company  |  |  |  |   |            |                        |                |  |
| Bonding Company Address  |  |  |  |   |            |                        |                |  |
| Architect's Name   |  |  |  |   |            |                        |                |  |
| Architect's Address  |  |  |  |   |            |                        |                |  |
| Project Information  |  |  |  |   |            |                        |                |  |
| Cost / Value   |  |  |  |   |            |                        |                |  |
| 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                   |                |  |
| 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.<br><div style="text-align: center;">           (Seal)<br/>           Notary Public         </div>  |  |  |  |   |            |                        |                |  |
| 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:

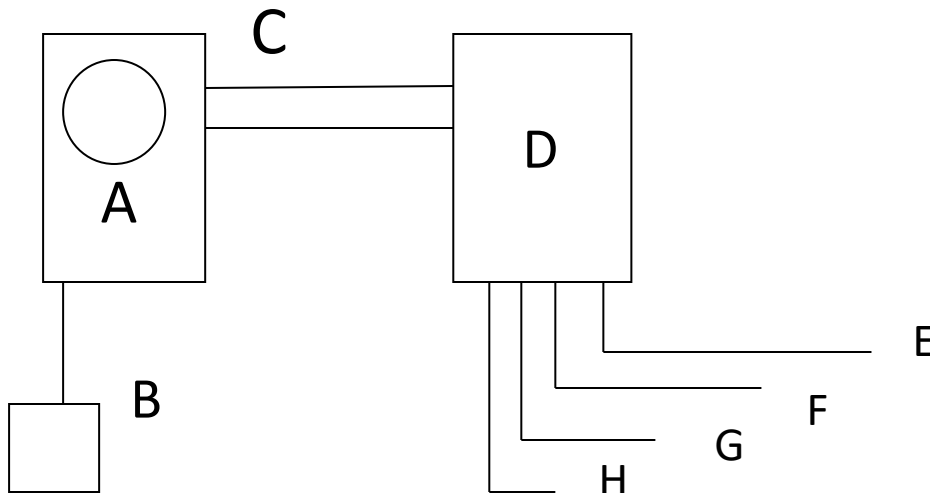
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- A. Meter Combination \_\_\_\_\_ Voltage, phase amp rating \_\_\_\_\_ AIC rating \_\_\_\_\_
- B. Ground Type \_\_\_\_\_ Grounding Electrode Conductor size and type \_\_\_\_\_
- C. Conduit Type and Size \_\_\_\_\_ Conductor Number/Type/Size \_\_\_\_\_  
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 \_\_\_\_\_





## Community Development & Building Department

506 West Berckman Street

Fruitland Park, Florida 34731

(Tel.) 352.360.6727

(Fax) 352.360.6686

[Permits@fruitlandpark.org](mailto:Permits@fruitlandpark.org)

RESOLUTION 2019-065 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, ADOPTING A FEE SCHEDULE FOR BUILDING AND ZONING FEES.

Residential fees per Exhibit A have fees to be charged based on job value. To determine these fees, WHEREAS, the City is authorized pursuant to Chapter 166, Florida Statutes and Sec. 99.30 of the City of Fruitland Park Code of Ordinances to impose fees to cover the costs associated with regulation of an activity or property use, and WHEREAS, the City Commission desires to recover expenses incurred to regulate an activity or property use (Resolution 2019-065) please fill out the form below.

The permits for which the city shall charge a fee and the amount of the fee for each permit are as follows on resolution 2019-065 Exhibit A pg. 3-7.

### JOB COST VALUE

Owner's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Alt. Key/Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Material Cost: \$ \_\_\_\_\_ (Attach receipt if applicable)

Material List: \_\_\_\_\_

\_\_\_\_\_

(If applicable please fill out Product Approval Specification Sheet )

Labor Fees: \$ \_\_\_\_\_

If labor is being done by owner please add the fee you would value your labor to be.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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)*