



CITY OF COOPER CITY
COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DIVISION
SOLAR PERMIT SUBMITTAL CHECKLIST

9090 SW 50 PLACE
COOPER CITY, FL 33328
(954) 434-4300

PLEASE VERIFY THAT YOUR PERMIT APPLICATION PACKAGE CONTAINS ALL APPLICABLE ITEMS REQUIRED FOR PERMIT ISSUANCE. YOUR PERMIT APPLICATION WILL NOT BE PROCESSED IF THE REQUIRED INFORMATION IS NOT COMPLETE.

REQUIRED PERMIT APPLICATIONS:

- ☐ ELECTRICAL PERMIT
- ☐ BUILDING PERMIT
- ☐ PLUMBING PERMIT (**FOR SOLAR THERMAL**)

MINIMUM PLAN SUBMITTAL:

- ☐ Electrical diagram showing PV array configuration, wiring system, over current protection, inverter disconnect, grounding, required signs and AC connection to building, Specification Sheets, installation manuals for all manufactured 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.
- ☐ Plumbing riser diagram showing the piping layout, specification sheets, installation manuals for all manufactured components including, but not limited to, solar panel, recirculation pumps, supporting frames and mounting (**for solar thermal**).
- ☐ **Broward County Special Inspector Form for Solar Rail to Roof Connection. (Signed and Sealed)**

OTHER REQUIREMENTS:

- ☐ A Notice of Commencement (**Certified Copy or Electronic Copy**) **MUST BE** recorded and displayed upon first inspection if the job exceeds \$2,500.
- ☐ Homeowner Association Approval (**If applicable**)
- ☐ Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, to provide for smoke ventilation opportunity areas and to provide emergency egress from the roof.
- ☐ Building/Structural Final – A signed and sealed special inspector **Letter** or **Affidavit** for solar rail to roof connection inspection.
- ☐ Solar Contractor (CVC) can pull the building permit and install the DC electrical part until the inverter. An Electrical Contractor (EC) must install the inverter to the main panel connection. A Solar Contractor can also do the plumbing part of a thermal hot water and thermal pool heating system.
- ☐ Electrical Contractor (EC) is the **ONLY** contractor that can pull the electrical permit in the state of Florida.
- ☐ A General Contractor (CGC) or a Roofing Contractor (CCC) can pull the building permit and install the racking/anchoring portion.

WWW.COOPERCITY.GOV



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SOLAR PANEL ROOF CONNECTION AFFIDAVIT

JOB ADDRESS: _____

PERMIT # _____

COMPLETE THIS AFFIDAVIT AND PROVIDE ONE COPY SIGNED AND NOTARIZED AT THE TIME OF FINAL ELECTRIC OR STRUCTURAL (BUILDING) INSPECTION FOR THE INSPECTION OF SOLAR PANEL ROOF STRUCTURE CONNECTION.

I AM A:

- ☐ FLORIDA PROFESSIONAL ENGINEER
☐ REGISTERED ARCHITECT

NOTE: PHOTOS SHOWING CONNECTIONS IN ATTIC ARE REQUIRED AS PROOF OF INSPECTION BY THE VERTIFIER.

CERTIFIER SIGNATURE CERTIFIERS PRINT NAME LICENSE NUMBER

STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization,
this _____ day of _____, 20____, by _____.

(NOTARY SEAL)

Notary's Signature

Notary's Name (Printed)

Personally Known ☐ OR Produced Identification ☐
Type of Identification _____

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FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 7th Edition (2020)

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 110.10.2.1Yes ☐ No ☐
2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance) *
 *unless noted otherwise on planYes ☐ 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 110.10.2.5Yes ☐ 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 110.10.1.1Yes ☐ No ☐
2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1Yes ☐ No ☐
3) Pile Driving Only – Section 110.10.1.1Yes ☐ No ☐
4) Precast Concrete Units – Section 110.10.2.1Yes ☐ No ☐
5) Reinforced Unit masonry – Sections 110.10.2.2.....Yes ☐ No ☐
6) Other.....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