Solar Panel Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/5/2026 Form I.D. Number: 052.0

(Effective January 1, 2026, the Building Department is no longer processing paper submittals. Paper submittals will be accepted and converted into an electronic format (for a fee) and returned to you.)

For instructions on how to apply via our online portal, click here.

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Coral Springs when applying for a permit to install a residential [and commercial/non-residential] solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

The City of Coral Springs has adopted the following codes: 2020 - National Electrical Code (NEC), National Fire Protection Association (NFPA) – Standard 855, 2023 Florida Building Code (FBC) 8th Edition.

The following local design criteria should be used: High Velocity Hurricane Zones – Wind Loads Section 1620.2 = Broward County = 170 mph wind velocity.

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Homeowners have the option of hiring a solar contractor (Option 1) or an electrical contractor (Option 2) to do the work.

Required Permit Applications (Must Select One of the Following Options)

- **OPTION 1**

Please note that this checklist is not intended to be all-inclusive.
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Building Department • 9500 West Sample Road • Coral Springs, FL 33065 | **coralsprings.gov/building**
Mon-Thurs: 7:30a - 5p, Fri: 7:30a - 2:30p | **Phone:** 954-344-1025 | **Fax:** 954-344-5948

- ☐ Building Master Permit Application (Solar (CVC) Contractor) (Broward County Link)
- ☐ Building Sub-Permit Application (Electrical (EC) Contractor) (Broward County Link)

**** or ****

- ➢ **OPTION 2**
- ☐ Building Master Permit Application (Electrical (EC) Contractor) (Broward County Link)
- ☐ Building Sub-Permit Application (Roof (CCC) or General (GC) Contractor) (Broward County Link)

Permit Review Stops (Your application will be reviewed by the following disciplines)

- ☐ Structural
- ☐ Electrical
- ☐ Zoning
- ☐ Fire (Commercial Only)

Minimum Plan Submittal

- ☐ Job value must be listed on permit application (Itemized cost breakdown may be required)
- ☐ Survey or Site Plan showing the location and/or scope of work.
  - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see sample site plan on page 7.)
  - Residential PV arrays and energy storage systems in compliance with the 8th Edition Florida Fire Prevention Code (2023) need no separate fire service review.

(Survey can be requested from the city by submitting a records request)

- ☐ Plans, signed and sealed by a Florida licensed Architect/Engineer

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- ☐ Electrical Diagram. Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- ☐ Manufacturer's Specifications
- ☐ Specification sheets and installation manuals. Provide specification sheets and manuals for all manufactured components including, but not limited to PV modules, inverter(s), combiner box, disconnects, mounting system, and E.S.S. equipment.
- ☐ Wind Load Chart or signed and sealed calculations.
- ☐ Special Building Inspector Form (for roof connections and sealings)
  (**MUST COMPLY** with Sec. A.3 and Sec. C.3.; Certificate of Compliance, which must be submitted prior to the scheduling of the Final Building Inspection, **MUST STATE** "work was done, substantially in accordance with the applicable portions of the construction documents as delineated in the special inspector plan.")
- ☐ Special Building Inspector Certificate of Compliance

Other Requirements & Information

- ☐ Contractor Registration Requirements (if Contractor not registered with City)
- ☐ Notice of Commencement (if job value over $5,000, required before 1st inspection) (Broward County Link)
- ☐ Rooftop Mounted Equipment Affidavit (if applicable) (Broward County Link)

- ➢ **Solar Contractors** (CVC) per FAC 61G4-15.021 are certified to do the complete installation of a PV system, including the roofing if needed, up to the power conditioner. Electric from the PV Power Conditioner to the existing power that serves the premises must be installed and permitted by a **Licensed Unlimited**

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Electrical Contractor (EC) from the State of Florida. A Solar Contractor does not need an Electrical Contractor if the system is free standing.

- **Electrical Contractors** (EC) per FS 489.505 (12) are permitted to do a complete Solar PV system except for the roofing; the roofing work, if any, must be permitted by a **Roofing Contractor** (CCC) or a **General Contractor** (GC).

- **Permit Fees** Complete fee information can be found in our User Fee Schedule.
  - **Example Only (Check User Fee Schedule for Current Fees):**
    - Electrical Plan Review and Inspections = $308.97
    - State & County Surcharges = $42.30
    - Structural Plan Review = $87.75
    - Total Permit Fee = $432.02

- **Review Process Timeline** The City of Coral Springs Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 15 business days if paper submittal and within 7 business days if electronic submittal. These turnaround times are typical, not guaranteed. The City of Coral Springs has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time. **Certain circumstances can prolong the permit turnaround time including:**
  - Applicant does not submit all required information
  - Contractor applying for permit is not a licensed contractor
  - Equipment is not listed

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- **Permit Status** You may check your permit status online by searching under your permit number.

- **Permit Expiration** All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit Null and Void and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within eighteen (18) months of a permit issue date.

- **Scheduling an Inspection and the Inspection Process** You may schedule an inspection online or calling our Customer Care Call Center (954) 344-1025. To schedule online, you must be logged into your account, select Permit Search from the left-hand menu, enter your permit number. Typically, inspections are completed within one (1) day. Click here for more information on scheduling inspections.
    - A residential solar PV system requires four (4) inspections:
        - Rough Electric
        - Special Inspector
        - Final Zoning
        - Final Electric
    - Solar PV inspection requirements are as follows:
        - Contractor onsite for inspections
        - Permit and construction documents onsite
        - Ladder set-up
        - Installation must be according to plans and manufacturer specifications
        - Equipment labeling

- **Contact Information** If you have any questions, please contact us at:

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- 9500 W Sample Road, Coral Springs, FL 33065 (Building Department)
- Chief Electrical Inspector, Mike Egezeino (954) 344-1025
- buildingpermits@coralsprings.gov

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- **Hours of Operation**
  - **Customer Care Call Center**

    Monday through Thursday, 7:30am – 4:00pm
  - **One-Stop Shop**

    Monday through Thursday, 8:00am – 4:00pm

    Friday, 8:00am – 1:00pm
  - **Drop Box**

    Monday through Thursday, 7:30am – 5:30pm

    Friday, 7:30am – 3:00pm

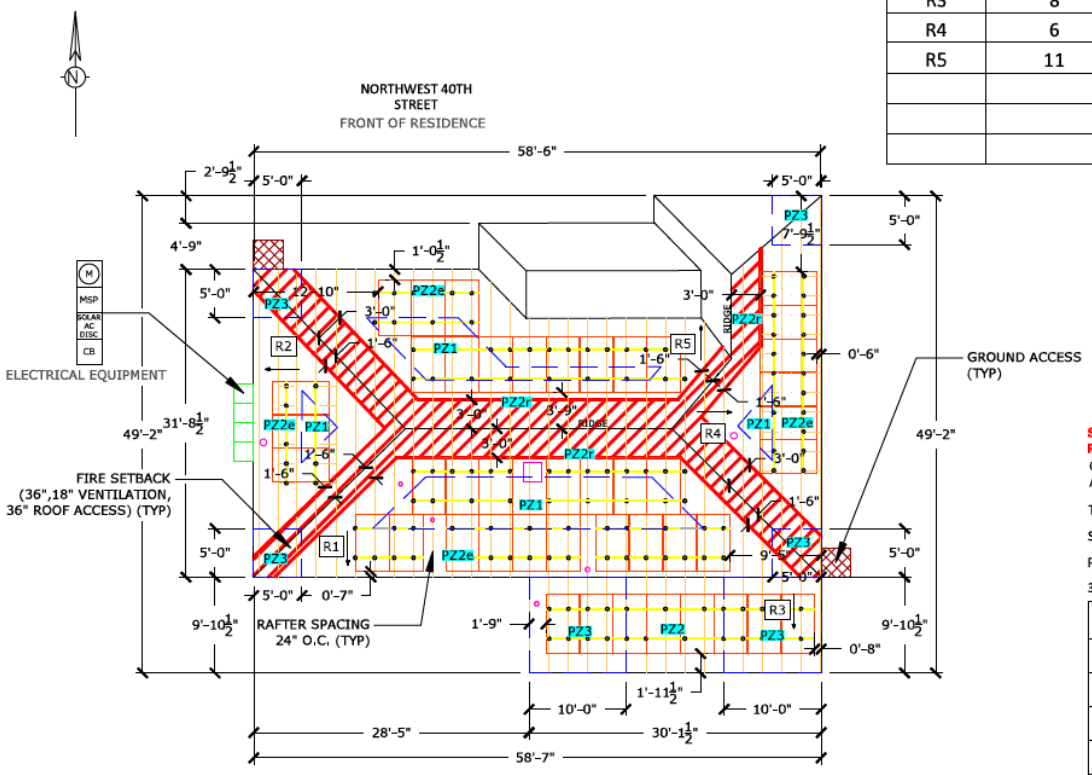
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SAMPLE SITE PLAN

ROOF	PANEL COUNT	TILT	AZIMUTH	SHADING
R1	17	19°	180°	94%
R2	3	16°	270°	100%
R3	8	3°	180°	87%
R4	6	16°	90°	95%
R5	11	20°	0°	97%

SITE PLAN
SCALE: 3/32" = 1'-0"



NOTE:
1. ROOF COVERING MATERIAL IS COMPOSED OF S CONCRETE TILES AND ROLLED COMPOSITE ASPHALT
2. EXACT ATTACHMENT LOCATION AND QUANTITY OF ATTACHMENTS ARE BASED ON EXISTING RAFTER LOCATIONS OBTAINED FROM FIELD MEASUREMENTS. . THE LOCATION AND QUANTITY OF ATTACHMENTS MAY VARY BASED ON RAFTER LAYOUT START POINT, SPACING VARIATIONS AND ROOFING TYPE. VERIFY IN THE FIELD ALL RAFTER LOCATIONS AND ADJUST LAYOUT AS REQUIRED. A TILE ROOF WILL PRODUCE A STAGERED ATTACHMENT LAYOUT BECAUSE OF EXISTING STAGERED TILE JOINT LOCATIONS
3. EXISTING RESIDENCE EQUIPPED WITH SMOKE/CO DETECTOR IN AND OUTSIDE OF ALL SLEEPING ROOMS HARDWIRED AND INTERCONNECTED AS PER FEDERAL LAW

SOLAR INSTALLER NOTES:
R2 & R4 HAVE HORIZONTAL RAFTERS
CLAMPING MAX SPACING IN ZONE 1 48" O.C AND IN ZONE 2 AND ZONE 3 24" O.C

TOTAL SQUARE FOOTAGE OF ROOF: 2481 SQFT

SQUARE FOOTAGE OF SOLAR ARRAY:950 SQFT

PERCENTAGE OF SOLAR ROOF COVERAGE: 38.31%

36" RIDGE SETBACK SHALL BE REQUIRED

SYMBOL LEGEND

MSP	MAIN SERVICE PANEL		CHIMNEY
SP	SUB-PANEL		SKYLIGHT
M	UTILITY METER		VENT
SOLAR AC DISC	SOLAR AC DISCONNECT		PIPE VENT
UDC	UTILITY DISCONNECT		FAN
LC	LOAD CENTER		SATELLITE DISH
N3R	NEMA 3R BOX W/ ENVOY-S		FIRE SETBACKS
CB	COMBINER BOX		MIN 3'x3' GROUND ACCESS POINT
	MODULE		PITCH DIRECTION
			WIND PRESSURE ZONE LINES

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