



***Building & Fire Prevention Division
SOLAR HEATING PERMIT GUIDELIENS***

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- 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 Sanford 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 the contractor is the applicant).
- Owner Builder Statement / Affidavit (if the owner is the applicant).
(Must be signed in person at the Building Department)
- Two (2) copies of signed and sealed engineering for the solar collectors to be mounted on the roof. Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings
- 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 indicating the location of the solar panels, pool equipment/water heater and the geographical orientation of the building (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 Sanford, state, and federal code requirements.

Effective: August 1, 2017