



# City of Mascotte

## Permit Checklist

### PV Solar Permit

1. COMPLETED PERMIT APPLICATION
2. COPIES OF LICENSE AND INSURANCE
3. NOTICE OF COMMENCEMENT FOR JOBS VALUED AT OVER \$5,000
4. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION.
5. A SET OF PLANS DIGITALLY SIGNED BY THE ENGINEER OF RECORD. PLEASE NOTE THAT PLANS SHOULD BE SUBMITTED AS ONE FILE, NOT ONE FILE PER PAGE. PLANS SHOULD BE UNLOCKED TO ALLOW FOR DIGITAL STAMPS TO BE INSTALLED.
6. PLANS SHOULD ADDRESS THE FOLLOWING CRITERIA
  - a. WIND SPEED 140 MPH
  - b. EXPOSURE C OR SHOW HOW IT'S SOMETHING ELSE
  - c. ROOF LAYOUT SHOULD SHOW ALL PANEL LOCATIONS, REQUIRED STRUCTURAL CONNECTION LOCATIONS, EXISTING ROOF PENETRATIONS, FIRE DEPARTMENT ACCESS LOCATION AND FIRE DEPARTMENT ACCESS PATHWAYS.
  - d. PLANS SHOULD CLEARLY SHOW METER LOCATIONS, AND ANY OTHER EQUIPMENT REQUIRED AS PART OF THIS INSTALLATION.
  - e. PLANS SHOULD SHOW ANY OTHER INFORMATION REQUIRED TO DETERMINE THE MINIMUM COMPLIANCE WITH THE APPLICABLE CODES.

Apply for a permit at: <https://portal.iworq.net/MASCOTTEFL/new-permit/600/5611>

## PV Solar Plan Review Checklist

Please check all of the boxes below and submit this with your application.

- Plans show compliance with the current editions of the Florida Building Code. This includes wind zone and exposure category called out on the plans.
- Plans show a roof plan with all roof penetrations (vents etc.) with panel overlay.
- Plans show an attachment detail for the panel to the roof with spacing of supports.
- Plans show an electrical schematic that complies with the NEC.
- Plans have been submitted as one file digitally signed by the engineer of record or are approved by the FSEC.
- The day of the final inspection, pictures must be provided showing the following: Roof with support system installed prior to panel placement (tape measure showing spacing of fasteners), pictures of combiner boxes after all conductors are installed, pictures of conductors run through the attic and any other pictures that support the case that the system was installed per the approved plans.

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Address: \_\_\_\_\_

**Please note that if this document is not submitted with the plans, a review will not be started**



# BUILDING PERMIT APPLICATION

## City of Mascotte

Submit application at:  
<https://mascottefl.portal.iworq.net/portalhome/mascottefl>

Related to Code Enforcement Case? : \_\_\_\_\_  
Estimated Construction Cost: \_\_\_\_\_

\*Job Site Address & Parcel ID #: \_\_\_\_\_

\*Digital Applicant/Primary Contact: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

PROPERTY

\*Job/Project Name: \_\_\_\_\_

\*Property Owner Name: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

\*Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

CONTRACTOR

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

PROFESSIONALS

Architect/Engineer's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Bonding Company Name: \_\_\_\_\_

Fee Simple Titleholder's Name & Address (if other than owner): \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

WORK DESCRIPTION

**\*Description of proposed work, including: size, dimensions, width, length, height, location, materials**

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

## WARNING TO OWNER

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN 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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT. IF THE ESTIMATED COST OF THIS JOB IS GREATER THAN \$5,000 A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT MUST BE FILED WITH PERMITTING SERVICES PRIOR TO SCHEDULING YOUR FIRST INSPECTION.

If you are not the owner of the property being permitted, you must, by law (FS 713.135 (c)) promise to inform the fee simple titleholder that the property in question is being subjected to possible liens and/or attachment.

Property Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Permit #: \_\_\_\_\_ (if applicable)

\*Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ (Owner)

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Print Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

\*Contractor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ (Contractor)

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Print Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

### CERTIFICATE OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. \_\_\_\_\_

Contractor's Certificate of Competency No. \_\_\_\_\_

PROPERTY OWNER

CONTRACTOR