



Commercial Photovoltaic System Permit Application Guide

This document is intended to offer guidance for the permit application process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.

This guide contains minimum permit application filing requirements for commercial photovoltaic systems.

Accela Instructions: See [Guide to Starting an Online Permit Application](#) for easy-to-follow instructions.

Permit Application Type (Important Note: Use of incorrect record type may delay your permit.)

Select Accela Record Type: Commercial Miscellaneous

Permit Category: Electric

Permit Type: Photovoltaic Panel

Site Plans (when)

1. Project address or legal description.

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2. Elevations (NAVD 88 Datum) (when required)
3. Property lines.
4. Location and dimensions.
 - a. Proposed photovoltaic (PV) system.
 - b. All property lines.
 - c. On-site structures.
5. Easements (public and private).
6. Trees (when required).
 - a. Location, species, and sizes of all trees within 20' of construction area.
 - b. Tree barricade locations and details.
 - c. Tree mitigation table.

Signature Requirements

Site plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Elevations and tree information are required when PV system will be positioned on the ground.

BUILDING PLANS

1. Project address or legal description.
2. Current Florida Building Code reference.
3. Scope of work.
4. Structural detail design criteria.

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5. Mounting detail

Signature Requirements

Building plans must be signed and sealed by a Florida licensed Architect or Engineer.

Electrical

1. Project address or legal description.
2. Current NEC reference.
3. PV array configuration.
4. Electrical details.
5. Load calculations.

Signature Requirements

Electrical plans must be signed and sealed by a Florida licensed Architect or Engineer.

Variations

Private Provider Package (when required)

1. Notice to Building Official.
2. Duly Authorized Representative (DAR) Personnel Identification.
3. Compliance Affidavit.
 - a. All plans reviewed by the Private Provider must have a Private Provider stamp.
4. Contact Reference Form.

Signature Requirements

Notice to Building Official must have notarized signature from Property Owner.

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Compliance Affidavit must have notarized signature from Private Provider.

When Required

Documentation must be submitted with project application if Private Provider firm is performing plan review services.

Important Note

Projects with Private Provider Inspections Only

Although not a requirement for application acceptance, clients who intend to use Private Provider Inspections only are strongly encouraged to submit their documentation with the permit submittal to mitigate avoidable delays after issuance. (Submit all items above, except for PP3.)

If the Private Provider has not yet registered with the City of Tampa, please visit our website for additional details: [Private Provider Registration Checklist](#).

Fima Substantial Improvements DOCS

[FEMA Substantial Improvement \(SI\) Determination](#).

Signature Requirements

The SI Determination must be signed by the Applicant.

When Required

Documentation must be submitted with project application if structure stands in a FEMA Special Flood Hazard Area (SFHA).