

Construction Services Division, Development and Growth Management  
1400 N Boulevard Tampa, FL, 33607  
(813)274-3100

## **Solar Photovoltaic (PV) System Permitting Checklist**

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Tampa when applying to install a solar photovoltaic (PV) system (residential or small commercial). The intent of using the checklist is to provide transparent and well- defined information to minimize the number of required revisions and expedite the application and review process.

### **Required Permits**

- Residential
  - [Electrical Trade permit](#)  
OR
  - [Plumbing Trade Permit](#)
- Commercial
  - [Commercial Miscellaneous Permit](#)

### **Additional Required Documents**

#### Construction Drawings (Commercial)

- Signed and sealed plans to the current Florida Building Code(FBC) and current National Electric Code( NEC) showing PV array configuration, wiring system, protection, inverter, disconnects, required signs, AC connection to building, and detail for roof mounted or footing details for ground mounted, wind load and structural calculations (if applicable).
- Site plan showing locations and dimensions of proposed PV system, all property lines, on site structures, all right of way dimensions.

#### Spec Sheets & Installation Manuals (Commercial)

- Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting system.

### **Permit Fees**

- [Residential trade permit fee schedule](#)
- [Commercial Miscellaneous permit fee schedule](#)

### **Submission**

Permit submission is via the Accela Citizen Access portal [aca.tampagov.net](http://aca.tampagov.net) or in person at 1400 N Boulevard, Tampa, FL 33607

**Review Process Timeline**

The City of Tampa Construction Services Division is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed commercial solar permit applications within 10 days. Residential trade permit applications are auto issued once application and payment of permit fees is made. These turnaround times are typical, not guaranteed. The City of Tampa has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

**Permit Status**

To check your permit status please visit [aca.tampagov.net](http://aca.tampagov.net).

**Permit Expiration**

*5-105.4.1.1.* Every permit issued shall become invalid unless the work authorized by the permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work is commenced.

**Scheduling an Inspection**

To schedule an inspection please visit [aca.tampagov.net](http://aca.tampagov.net), call 813-273-3100 option 1\_

**Contact Information**

**Phone:**813-274-3100 option 1

**Address:** 1400 N Boulevard