



April 16, 2018

MEMORANDUM

BULLETIN G-03-18

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: Solar Photovoltaic

In order to provide architects, engineers, contractors and owners with the necessary requirements for permitting and installing Solar Photovoltaic, the following General Requirements have been developed. This bulletin is effective May 7, 2018.

Submit two sets of drawings, as defined under the “Construction Documents and Specifications” section, signed and sealed by the appropriate Florida professional engineer and/or architect.

Complete the Building Permit Application and make sure the Owner/Agent section has been signed, dated and notarized and the Contractor Affirmation section has been signed, dated and notarized. Please note that the contractor must be registered with the City of Jacksonville.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

GENERAL REQUIREMENTS

❖ **Required Permit Applications:**

- **Solar Photovoltaic:**
 - Building permit
 - Electrical permit

- ❖ **All drawings shall be a minimum size of 11” x 17” and dimensioned and drawn to a minimum of ¼” scale and a minimum of 1/8” lettering. Hand drawn sketches will not be acceptable.**

❖ **Construction documents and specifications:**

➤ **Photovoltaic Systems:**

1. Provide an electrical diagram showing the PV array configuration, wiring system, overcurrent protection, inverter disconnect grounding, required signs, and the AC connection to the building.
2. Provide specifications sheets, installation manuals (if available) for all manufactured components including, but not limited to, the PV modules, inverter(s), combiner box, disconnect, and mounting system.
3. Provide the attachment details, flashing details, construction design for the unit and any support framing members (signed and sealed by the appropriate Florida design professional) for the Wind Zone, additional loading of the new solar equipment, and any site conditions such as but not limited to framing system (trusses or conventional framing), roofing system, existing dead loads, etc. that all items meet code requirements, in accordance with 2017 Florida Building Codes, 6th Edition, Sections 1510.7 and 1607.12.5.
4. For battery backup systems, include a summary of all standby loads, the power ratings, and estimated daily energy consumption for each load to show that the inverter and battery selection will meet the standby needs.

❖ **Roof Plan – provide 2 full sets of the roof plan to scale indicating the location of solar panel(s) installation with dimensions.**

REVISIONS (NOTE: *In order to facilitate prompt review, revisions will be accepted only after all plans examiners have completed their review of the previous submittal*)

- ❖ Submit only the sheets that are being revised with a “revised” stamp, sealed and signed and dated (2 sets of signed and sealed drawings)
- ❖ Provide two copies of a narrative, on your company’s letterhead, identifying the purpose of the revision and what is being revised.
- ❖ Provide the permit application number and the address of the project.
- ❖ All revisions shall be identified on the drawings and clouded.

CONTRACTORS

- ❖ Each of the contractors listed below, may perform all work identified in their individual scopes of work, including the installation of appurtenances, apparatus, or equipment. However, such contractor shall sub-contract all other work which is specified as being the work in the trade of another contractor. In all cases, please refer to Florida Statutes 489 and any properly enacted local licensing laws.

- Solar Contractor (PV) may obtain the Building Permit for the Solar Photovoltaic and the Electrical permit for work on the line side of the inverter.
- Building contractors may pull the building permit for the installation of the panels only.
- Electrical Contractors may obtain the Electric Permit in the Photovoltaic category, and the building permit if they are installing the panels. ~~being that a building contractor shall obtain the Building permit for the installation of the panels.~~
- Do not associate the electrical permit to the building permit so all inspections can be completed the same day.

JEA PRE-APPROVAL

- ❖ JEA requires every customer interested in interconnecting to the JEA grid to submit an application for interconnection and get pre-approval from JEA before the permit can be released and prior to initiating installation or construction of the customer-owned generation system.
- ❖ Please visit JEA.com to obtain the Application for Interconnection of Distributed Generation Systems and other documents required by JEA.
- ❖ If the solar PV system includes a battery system, the application must include a one-line electric diagram and the battery equipment technical specification sheet(s).
- ❖ JEA will inspect the installed solar photovoltaic and battery system before approving interconnection to the JEA grid.
- ❖ If there are any questions regarding our Distributed Generation program, please email JEA at DistGen@jea.com.