



228 S. MASSACHUSETTS AVE.  
 LAKELAND, FLORIDA 33801-5086  
 863/834-6012  
 TDD 863/834-8333

## SOLAR PHOTOVOLTAIC CHECKLIST

Revised 7/10/2020

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Electrical Permit Application	Complete all information on the <a href="#">Electrical Permit Application</a> in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Electrical Permit Application, contact the Permitting Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An <a href="#">Owner/Builder Disclosure Statement</a> is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by <a href="#">Florida Statute 489.503(6)</a> in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Plan requirements	Please see <a href="#">PLAN SUBMITTAL CHECKLIST</a> . They must include all manufacturer specifications and installation sheets. A completed <a href="#">PV AGREEMENT FORM</a> at <a href="https://lakelandelectric.com/Solar">https://lakelandelectric.com/Solar</a>
<input type="checkbox"/> Site Plan	The plans must include the location of the panels on the roof, wind load certification, PV array and orientation, module dimensions, fasteners, and penetration flashing.
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the <a href="#">Notice of Commencement Form</a> must be submitted to the City of Lakeland Building Inspection Division.
<input type="checkbox"/> For Customer Questions	For questions, comments and suggestions please email us @ <a href="mailto:buildinginspection@Lakelandgov.net">buildinginspection@Lakelandgov.net</a> . We will update this list periodically.