



Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, Florida 33462
Website: <http://www.manalapan.org> • Phone: 561-585-9477 • Fax: 561-585-9498

PV Solar Array CHECKLIST FORM - (FBC 8th Edition 2023)

THE FOLLOWING INFORMATION & DOCUMENTS ARE REQUIRED FOR PERMIT PROCESSING

The Town of Manalapan Building utilizes a new all-digital platform called My Government Online (MGO). You must first create an account to submit permits and schedule inspections which can be done by visiting: MGOconnect.org

- Completed Building Permit Application
- Cost estimate on contractor letterhead. The cost estimate must include a description of the work and a breakdown of costs.
- Full set of construction documents/plans by registered or authorized design professional. (If plans by registered design professional, then plans must be signed, sealed, dated and have a digitally verifiable signature.)
- Owner/Builder Affidavit, if applicable
- Notice of Commencement, if applicable
- Sub Trade Permit Application, if applicable
- Solar PV Worksheet, if applicable

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$5,000 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$15,000). PLEASE ADDRESS ALL ITEMS.

⁹
Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address (If other than owner): _____

City: _____ **State:** _____ **Zip:** _____

Same as Owner

¹⁰
Bonding Company: _____

Bonding Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹¹
Architect/Engineer's Name: _____

Architect/Engineer's Name Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹²
Mortgage Lender's Name: _____

Mortgage Lender's Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$5,000 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$15,000), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

OFFICE USE ONLY BELOW THIS LINE

¹³
CODE EDITION/NOTES: _____

¹⁴
USE (CHECK ONE):

1 & 2 FAMILY TOWNHOUSE CONDOMINIUM

MULTI-FAMILY COMMERCIAL INDUSTRIAL

AGRICULTURAL - BLDG CODE EXEMPT OTHER: _____

USE CHANGE: _____



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PV Solar Array (PHOTOVOLTAIC) INSTALLATION CHECKLIST FORM - (FBC 8th Edition 2023)

SITE ADDRESS: _____

STRUCTURAL SPECS:

Mounting/Bracket Manufacturer (WITH PRODUCT APPROVAL): _____

Engineered Attachment Details Included (ALL components & attachments within the wind load path)

ELECTRICAL SPECS:

TOTAL PV Output AMPS: _____ Open Circuit Conductor Size: _____

I. Supply/Line Side Connection:

a. Service Rating: _____

c. Splice/Tap Device: _____

b. Service Conductor Size: _____

d. Manufacturer: _____

II. Point of Connection: **(SELECT ONLY 1)**

IDENTIFY (CIRCLE) THE SYSTEM DESIGN: WIRE/OCPD/BUSBAR/MAIN BREAKER [TABLE IN ACCORDANCE NEC 705.12]

Inverter Output Maximum Current	Inverter OCPD Required	Inverter Output Conductor Size	Minimum Busbar Ampacity and Main Breaker Size Combinations for LOAD Side Connection
64A (AMPS)	80A (AMPS)	4 AWG	400/400 OR 200/150
56A	70A	4 AWG	225/200 OR 250/225
48A	60A	6 AWG	300/300 OR 200/175
40A	50A	8 AWG	125/100 OR 150/125
32A	40A	8 AWG	225/225 OR 200/200 OR 150/125
24A	30A	10 AWG	150/150
16A	20A	12 AWG	100/100 OR 70/60
12A	15A	14 AWG	80/80

APPLICANTS AFFIDAVIT:

I hereby certify that all the foregoing information is accurate and all work performed will comply with all applicable codes, standards & specifications regulating construction included on both pages of this document and have fully provided all the information requested.

Qualifier Name

Qualifier Signature

Date



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POLICIES & PROCEDURES FOR PV Solar Array

The information provided herein serves to assist permit holders in understanding building code and building division policies affecting solar photovoltaic (PV) permits. Please contact the building division before commencing work if there are questions regarding code requirements.

****THE TOWN OF MANALAPAN DOES NOT ACCEPT CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATIONS WITHOUT PRIOR APPROVAL OF THE BUILDING OFFICIAL AS PER FBC-B 8TH ED., 2023 CHAPTER 1 – SECTION 110.1.3. CERTIFICATIONS AND AFFIDAVITS (IF PERMITTED VIA PRIOR APPROVAL OF THE BUILDING OFFICIAL) ARE TO BE ACCOMPANIED BY EXTENSIVE PHOTOGRAPHIC EVIDENCE OF SUFFICIENT DETAIL TO DEMONSTRATE CODE COMPLIANCE. ****

Qualifier certifies ALL of the following STRUCTURAL statements:

- This is a detached Single-Family Dwelling (SFD) or a free-standing Residential Accessory Structure
- This structure is legally permitted, and is compliant with setbacks and height requirements
- PV Solar Array Installation Checklist Form is fully completed
- The existing roof assembly and covering are in satisfactory condition for the proposed installation
- The Homeowner has been advised of the impact a rooftop installation might have on existing warranties
- The roof is framed with wood trusses or rafters at no greater than 24" on center
- The Design Wind Speed for the project is 170_{v_{ult}} MPH, Exposure B or C
- The Mounting System is Site-Specifically Engineered to 170_{v_{ult}} MPH wind-load pressures
- The Qualifier has provided a detailed Roof Layout
- **The Array is set back from all roof edges by at least 3' (three feet)**
- The Array does not cantilever over the perimeter anchors by more than 6" (inches)
- The gap under the modules to the roof surface does not exceed 12" (inches)
- Anchor-to-roof Flashing/Sealing method and product(s) are identified and listed for this use

Qualifier certifies ALL of the following ELECTRICAL statements:

- The Solar PV maximum load to be added to the panelboard/service is based on the rating of the system (see checklist for wire, inverter, disconnect, sizing, etc.)
- The Qualifier has provided rail system grounding detail
- The Qualifier has provided a one (1) line diagram & system design
- The System is FSEC Certified or is designed by an appropriate licensed professional
- The PV System is composed of 4 series strings or less, per Inverter
- All modules, inverters, combiner boxes, etc. are identified, listed and labeled for use in PV systems

Contractor to request In-Progress inspection with Building Department. **NO CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATION ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUILDING OFFICIAL.**

Contractor to be on site during In-Progress Inspection and provide access for BOTH the structural in-progress as well as the Electrical Rough inspection. Contact the Building Department the day of the inspection between 8:30A-9:00A to obtain inspection timeframe.



Solar Panel Inspection Affidavit

Permit Number: _____

Property Address: _____

All solar panels are pre-manufactured, and all panels have been attached as prescribed in the FSEC-IN-24-06 and that the proposed completed product does not exceed five (5) pounds per square foot and has been installed around and/or into the roof truss members. All attachments have been installed per engineered & permitted documents.

Under the penalties of perjury, I declare that I have read the foregoing Inspection affidavit and that the facts stated in it Are true.

Signature of Qualifier

Print Name of Qualifier

License #

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this ___ day of _____, 20___, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current driver's license _____
- Has produced _____ as identification.

Notary Signature: _____

NOTARY SEAL



TOWN OF MANALAPAN

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CONSTRUCTION SITE MAINTENANCE

(refer to Construction Site Standards Sec. 152.110 of Town of Manalapan Code)

Construction Site Address; _____

Permit Number; _____

- No vehicles may be parked on the swale (public right-of-way)
- Any permission granted for off-site parking within the Town of Manalapan shall be provided in writing by the property owner and a copy received by Town Officials prior to parking off-site
- Contractor shall install a minimum six foot (6'-0") high temporary, fabric-lined chain link fence for the project per Town code Sec. 152.110. Please note: this fence may be required to be on all sides of the property
- Dumpsters must be covered and emptied when full and placed inside the fenced site
- Port-a-potties must be placed inside the fenced site and cannot be visible from the street
- No dirt piles shall be greater than six feet (6'-0") in height above the crown of the road
- All construction sites must be watered down daily or with more frequency as required OR covered in order to prevent dust and debris from escaping to adjacent properties
- Whenever possible/feasible, the Contractor shall notify adjacent property owners 24 hours in advance of any activity which is anticipated to create unusually loud noise, prolonged disturbance, or unusual occurrence (i.e... Demolition)
- Contractor shall contact Town Utilities at 561-586-3699 prior to starting work. Any damage including tampering, to water meter boxes, water meter box lids, and Town owned water lines shall be the responsibility of the Contractor.
- Meters should be visibly marked and kept clear of vehicles, building materials or dirt piles in order to facilitate meter readings and/or emergency shut offs

Contractor Signature; _____ Date _____