



Solar Photovoltaic (PV) Permit Application

Building Inspection Division

New Application

Revised Application

Private Provider Review & Inspection

SECTION 1 – General Info

Project Address:

Parcel ID: _____ Historic District? Yes No HOA? Yes No

Property Owner

Name: _____ Email: _____ Phone: _____

Mailing Address:

Contractor

Business name: _____ Email: _____ Phone: _____

Address: _____ AEC # or State license # _____

Electrician / Subcontractor

Name: _____ Email: _____ Phone: _____

Address: _____ AEC # or State license # _____

Architect / Engineer

Name: _____ Email: _____ Phone: _____

Address: _____ AEC # or State license # _____

SECTION 2 – Project Details

Building Type/Existing Use

Single Family Duplex Multi-Family
 New Construction Commercial/Industrial Other: _____

New or Existing PV System

New System Additional System System Replacement

PV System Type

Roof mount Ground mount Solar Canopy Other

Inverter Configuration

String Inverter String Inverter w/ DC Converters Microinverters or AC Modules

Includes Energy Storage System? Yes No

Total PV System Size (kW) _____ DC _____ AC
 Total Sq. Ft of PV System _____ Sq. Ft
 Project Valuation \$ _____

Description of work: _____

SECTION 3 – Permit Fees

Fees are calculated as follows:

- | | |
|--|---------------------------------------|
| • Base plan review fee | \$31.50 residential / \$45 commercial |
| • Photovoltaic electrical permit | \$72 |
| • Project change plan review fee | \$31.50 residential / \$45 commercial |
| • Each additional plan review after 3 rounds of staff comments | \$31.50 residential / \$45 commercial |
| • Notice of commencement | \$5 |
| • State surcharge | \$4 |
| • Credit card fee | 2.5% surcharge |

SECTION 4 – Important Notice

A permit must be obtained for all installations or alterations of electrical equipment **BEFORE WORK STARTS**. Refer to Solar Permitting Checklist for additional documents required. Failure to provide all required documents will delay permit approval. All permits expire 180 days after the date of issuance. Failure to start the work authorized by a permit within this six-month period renders the permit expired and a permit extension must be obtained. Once work begins, noticeable progress must continue until completion.

SECTION 5 – Submitting the Permit Application

Please submit the following additional documents with the Solar PV Permit Application:

- | | |
|--|---|
| <input type="checkbox"/> Site Plan(s) | <input type="checkbox"/> Electrical Calculations and Diagram(s) |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Manufacturer specification sheets and installation manuals |
| <input type="checkbox"/> Structural Plan | <input type="checkbox"/> Signed Lakeland Electric PV system agreement |

Applications may be submitted two ways:

- **Online (preferred):** Use the [eTRAKIT](#) system to apply for your permit. This launches the project and sends your invitation to upload plans into [ePlan](#). For assistance, please contact eplanhelp@lakelandgov.net or call the Building Inspection Division at [\(863\) 834-6012](tel:863-834-6012).
- **In-person:** Deliver to the Building Inspection Division on the ground floor of City Hall at 228 S. Massachusetts Ave, Lakeland, FL 33801.

SECTION 6 – Applicant Signature

Application is hereby made for a building permit to do the work as briefly described above. It is understood that any deviation from the information contained herein, unless approved by the Building Inspector, will render the building permit null and void. This application and all associated plans must comply with the Florida Building Code (2020), the National Electrical Code (2017), the Zoning Ordinance, and any other ordinances of the City of Lakeland or laws of the State of Florida applicable thereto.

I, the undersigned, certify that I have proper authority to apply for this permit, that the Contractor has obtained a signed contract from the Property Owner for the specified work, that all contractors have consented to being listed, and that all the information contained on this application is true and accurate to the best of my knowledge.

Name

Title

Signature

Date

For Office Use Only

Permit Number:	Date Applied:	Date Issued:
Penalty? Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved By:	