



CITY OF LAKELAND BUILDING INSPECTION DIVISION  
 228 S. MASSACHUSETTS AVE.  
 LAKELAND, FLORIDA 33801-5086  
 (863) 834-6012  
 TDD 863/834-8333

## SOLAR PHOTOVOLTAIC PERMITTING CHECKLIST

Revised 8/5/2022

- Plans and inspections must be compliant with the [Florida Building Code](#) (2020), [National Electrical Code](#) (2017), [Florida Fire Prevention Code](#) (2020), and any applicable city ordinances or state laws.
- Contractors must hold an [active license](#) with the Florida Department of Business and Professional Regulation as an electrician or a certified solar contractor (CVC) with an electrical subcontractor.

### STEP 1: SUBMIT APPLICATION AND PLANS

Please submit the following items in the order shown below

<input type="checkbox"/> <b>Solar Photovoltaic (PV) Permit Application</b>	<p>A permit must be obtained prior to the start of any work. Complete all information on the <a href="#">Solar Photovoltaic (PV) Permit Application</a> in the spaces provided. If an item does not apply to the work being performed, insert “N/A” for “not applicable.”</p> <p>For further information or questions, contact the Permitting Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a>.</p>
<input type="checkbox"/> <b>Owner/Builder Disclosure Statement</b> (if applicable)	<p>APPLICABLE TO OWNER/BUILDERS ONLY. An <a href="#">Owner/Builder Disclosure Statement</a> is a legally binding oath required by Florida Statute to be exempted from professional licensure requirements and issued a permit to act as your own electrical contractor on property for your own use and occupancy. The Disclosure Statement affirms your compliance with the limitations imposed by <a href="#">Florida Statute 489.503(6)</a>.</p> <p>For more information, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a>.</p>
<input type="checkbox"/> <b>Construction Drawings</b>	<p>Include a site plan, roof plan, and structural plan.          Please see the <a href="#">Solar PV Plan Submittal Requirements</a> for details.</p>
<input type="checkbox"/> <b>Electrical Calculations and Plans</b>	<p>Include electrical calculations, a one-line electrical diagram, array and module plan, and overcurrent protection plan.          Please see the <a href="#">Solar PV Plan Submittal Requirements</a> for details.</p>
<input type="checkbox"/> <b>Manufacturer Spec Sheets</b>	<p>Include manufacturer installation instructions and specification sheets for all equipment.</p>
<input type="checkbox"/> <b>LE Interconnection Agreement</b>	<p>Include a completed and signed <a href="#">Lakeland Electric PV Interconnection Agreement Form</a>. For more information, visit <a href="https://lakelandelectric.com/Solar">https://lakelandelectric.com/Solar</a>.</p>

## **STEP 2: PLAN REVIEW**

Once a complete permit application has been received and [plans have been uploaded](#), one or more examiners will review them to ensure compliance with applicable codes and ordinances. The reviewers will provide comments or feedback and may require corrections before the plans and permit can be approved.

The City of Lakeland is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed solar PV applications within 3-7 business days. These turnaround times are typical, but not guaranteed, due to volume or other unforeseen circumstances including:

- Applicant does not submit all required information
- Equipment is not listed
- Contractor is slow to make required corrections

You can check your permit status and review any notes by logging into [eTRAKiT](#). For any questions about reviewer comments, contact the Permitting Division at 863-834-6012 or [buildinginspection@lakelandgov.net](mailto:buildinginspection@lakelandgov.net).

## **STEP 3: PERMIT APPROVED & ISSUED**

Once the plans are reviewed and approved, applicants will be notified by a Permit Technician via email. Permit issuance requires payment of all fees and filing a [Notice of Commencement Form](#). All permits expire 180 days after the date of issuance. Failure to start the work authorized by a permit within the six-month period renders the permit expired and a permit extension must be obtained.

## **STEP 4: INSPECTIONS**

As work progresses, the following inspections will [need to be scheduled](#) and completed:

- ROUGH: Building Framing & Electrical
- FINAL: Building & Electrical

Inspections can be scheduled using [eTRAKiT](#) or the Interactive Voice Response (IVR) System at 863-213-0481. The system will offer a time window (a.m./p.m.) for the inspection. You can call the inspector directly to set a specific appointment time within that window.

## **STEP 5: LAKELAND ELECTRIC**

Upon successful final inspection, a work order for permission to operate will automatically be sent to Lakeland Electric to switch out the directional consumption service meter with a bi-directional meter that can register power flowing to and from the customer's system. Solar customers cannot receive credit for excess power sent to the grid until a new meter is installed. For more information, contact Lakeland Electric at 863-834-4647 or [solar@lakelandelectric.com](mailto:solar@lakelandelectric.com).

**Questions or Comments?** For questions, comments and suggestions please email us at [buildinginspection@Lakelandgov.net](mailto:buildinginspection@Lakelandgov.net). We will update this list periodically.