



Building Inspections Division

222 West Main Street

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www.cityofpensacola.com

SOLAR PROJECT CHECKLISTS

Residential Rooftop Solar Photovoltaic Systems

SOLAR PROJECT STRUCTURAL PLAN CHECKLIST

- One set of PDF plans.
- Details digitally signed and sealed by a Florida Engineer showing how the panels are attached to the roof.

Structural plans must note and/or show:

- Building code edition and applicable sections
- Wind speed (150 MPH)
- Exposure, Risk Category, and Minimum design loads
- Roof height and slope

Roof covering

- Roof plan showing module location (installation is not allowed closer than 3 feet to valleys, ridges, or roof edges).
- Support rail and module dimensions, weights, materials, and methods of attachment (may be supplemented by product cut sheets)
- Fastener type, material, diameter, length, and spacing (may be supplemented by product cut sheets)
- Penetration flashing and waterproofing as applicable (may be supplemented by product cut sheets)



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SOLAR PROJECT ELECTRICAL PLAN CHECKLIST

- One set of PDF plans.
- Florida Solar Energy Center (FSEC) approval Photovoltaic System Certification.
- System description and operation including but not limited to whether the system is stand-alone or non-grid connected system or whether the system is utility interactive.
 - Battery backup
 - Fossil generator included in system
- Site plan showing locations of all new equipment and existing service equipment.
- Riser diagram showing how new PV system ties into existing service.
- Electrical schematic diagram showing:
 - PV array configuration
 - Wire sizes and types
 - Junction boxes
 - Disconnects
 - Overcurrent protection
 - Grounding
 - Required signs
 - AC connection to building
- Electrical calculations showing:
 - Wire sizing has been determined with proper ampacity
 - Temperature derating
 - Conduit fill derating
 - Voltage drop for all DC and AC conductors
 - Ambient temperature effects on PV array output
 - Sizes of disconnects and overcurrent protection
 - Input and output current
 - Voltage and power specifications for all major pieces of equipment
- Specification sheets and installation manuals for all manufactured components, including

but not limited to:

- PV modules
 - Inverters
 - Combiner box
 - Disconnect
 - Mounting system
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- For battery backup systems, a summary of all standby loads, including power ratings and estimated daily energy consumption for each load to show that inverter and battery selection will meet the standby needs.