



SOLAR PANEL SYSTEM APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us Website: <http://coab.us>

* [Click here for Permit Submittal Instructions](#)

REQUIRED PERMIT APPLICATIONS

- ☐ [Solar Panel System Permit Application](#)
- ☐ [Electrical Permit Application](#)

MINIMUM SUBMITTAL DOCUMENTS

- ☐ JEA Letter of Approval for the proposed system
- ☐ Manufacturer technical specifications including structural and wind loading
- ☐ One line riser diagrams showing electrical installation including: panel layout, short circuit current rating, conductor sizes, grounding and overcurrent protection and disconnecting means compliant with NEC 2017
- ☐ One (1) digital set of Florida Solar Energy Center (FSEC) approval information
- ☐ One (1) digital set of rooftop layouts of panels indicating compliance with FBCR 324 and NFPA 1-11.12
- ☐ One (1) digital Site Plan (required for any system that is not rooftop-mounted)
- ☐ One (1) digital Floor Plan (required for any system installed indoors)
- ☐ Indicate transfer switch, manual or automatic. Detail required to show all switching equipment and methods from/to public utility electrical system
- ☐ Indicate elevation of equipment if structure is located within a designated [FEMA flood hazard zone](#)

ENERGY STORAGE SYSTEM (ESS)

- ☐ Proof of compliance with NFPA 855 (when ESS batteries are used)
- ☐ Manufacturer technical specification package including feed type, grid frequency and current rating
- ☐ Certification of storage system (ESS) indicating compliance with UL 67, UL 869A, UL 916, and UL 1741
- ☐ One line riser diagram showing electrical installation including: storage battery or panel layout, short circuit current rating, conductor sizes, grounding and overcurrent protection and disconnecting means. Installation shall meet NEC 2017
- ☐ One (1) digital Floor Plan showing proposed ESS location, clearances, fire separation of area to habitable space and location of interconnected smoke detector at storage location for indoor installation
- ☐ Indicate elevation of equipment and storage system if structure is located within a designated [FEMA flood hazard zone](#)

PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division

WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing Building-Dept@coab.us
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**