



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431
Phone: (352) 465-8500 x1010 | Email: planning@dunnellon.org

Solar-Photovoltaic System and Heaters Application and Permitting Guide

1. Permit Description

A Solar/Photovoltaic permit is required to add or modify any solar pool heater, solar hot water heater, rooftop HVAC collector, or any photovoltaic power system for any residential or commercial property.

Solar/Photovoltaic projects may require work activities which may require additional permits; therefore, refer to the applicable codes, which may include but are not limited to:

- [CHAPTER 14 SOLAR SYSTEMS - 2020 FLORIDA BUILDING CODE, MECHANICAL, 7TH EDITION \(iccsafe.org\)](#)
- [National Electric Code](#) (NFPA 70) (2023)

Need Help? Contact us at planning@dunnellon.org with your detailed questions.

2. Complete the General Permit Application

A complete application package consists of the application and all required supporting documents.

A. Paper Application Package

Complete the permit application and attach all required and conditional documents described in this guide.

3. Attach Required and Conditional Documents

Required Documents

- 1. Site Plan / Plot Plan**
 - Show the location of solar system components;
 - Show the location of other mechanical equipment on the structure, particularly the point of interconnection with electrical or water service and the location of electrical or water service equipment.
- 2. Electrical Diagram**
 - Photovoltaic array configuration;
 - Wiring methods;
 - Overcurrent protection;
 - Inverter;
 - Disconnects;
 - Required signage; and
 - AC connection to building.
- 3. Manufacturers' Specifications**
 - Provide the manufacturer specification sheets for all system components.
- 4. Wind Load Calculations Documentation (Photovoltaic Systems Only)**
 - Provide signed and sealed documentation from a Florida state registered design professional verifying that the proposed system will meet the calculated wind load. Documentation must include the wind uplift zone and the wind uplift pressure for that zone of the roof where the solar system will be installed.

Wind Load Standards:

 - Ground-mounted systems must comply with ASCE 7 1609.1 Applications.
 - Rooftop-mounted systems must comply with ASCE 7 1510.7.1 Wind resistance.
- 5. Construction Drawings**
 - Show the system placement

Conditionally Required Documents

6. No Rise Certificate

If work is being done within a regulatory Floodway and involves land disturbing activity (e.g. moving dirt), including fill, new construction, substantial improvements, and other development, an analysis is required showing that the proposed work will not increase the base flood elevation. The analysis (known as a No-Rise or No-Impact Certification) is to be submitted, reviewed, and subsequently approved by the Floodplain Administrator. This analysis must be signed and sealed by a Florida licensed engineer and is to be submitted with the Site Plan. Please review this website for more information:

https://library.municode.com/fl/dunnellon/codes/code_of_ordinances?nodetd=SPBLADERE_CH90FL_ARTII_FLPR_DIV5SIPLCODO_S90-63ADANCE

To determine if the parcel for your worksite is in a Floodway, go to the City of Dunnellon website (<https://www.dunnellon.org>); click the GIS MAP button on the home screen; search by address; under the 'Base Layer', uncheck the Zoning box; in the 'Environmental' map layer, click on the FEMA Flood Zones box. Red, yellow or orange displays, representing the flood zone for properties.

7. Owner-Builder Disclosure Statement

If the installer is not using a licensed contractor and will act as an owner-builder, submit an [Owner-Builder Disclosure Statement](#).

8. Proof of Ownership

If the ownership information on the permit application does not match the property owner information on the Marion County Property Appraiser's website ([MCPA Home \(marion.fl.us\)](http://MCPA Home (marion.fl.us))), submit proof of ownership, for example, a recorded Warranty Deed.

9. Solar Roof Truss Affidavit Form (Required for Solar Pool Heaters).

If the project includes a roof-mounted system to produce solar heat for a pool, submit a [Solar Roof Truss Affidavit Form](#)

10. Historic Preservation Board Review.

If the project is within the Historic District or is a Designated Historic Property, follow the regulations for [Historic District properties](#) within the City of Dunnellon city code.

11. Notice of Commencement

If project value is \$5,000 or more, submit the completed [Notice of Commencement](#) to the Marion County Clerk of Court to provide notice that improvement will be made to a real property. **A copy of the recorded NOC must be posted on the job site prior to the first inspection.**



SOLAR ROOF TRUSS AFFIDAVIT

To: City of Dunnellon Community Development

This is to certify that the roof trusses at _____ are pre-manufactured and all panels will be 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 will be installed around and/or into the roof truss members.

Under the penalties of perjury, I declare that I have read the foregoing Roof Truss Affidavit and that the facts stated in it are true.

Name of Owner/Authorized Agent

Date



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431

Phone: (352) 465-8500 x1010 | Email: planning@dunnellon.org

Website: www.dunnellon.org

2020 Florida Statute – Chapter 489.103 (7c) and 489.503 OWNER- BUILDER DISCLOSURE STATEMENT

The Owner builder must be present at the time of application. To qualify under this subsection, the Owner builder must personally appear to sign the building permit application, the owner builder disclosure statement and associated documents to satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in this disclosure statement.

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at [850-487-1395](tel:850-487-1395) or <http://www.myfloridalicense.com/DBPR/> for more information about licensed contractors.

11. I am aware of and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following Address (parcel # if address not yet assigned): _____

12. I agree to notify the City of Dunnellon Community Development Office immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or the type of verification acceptable to the local permitting agency is required when the permit is issued.

Owner's Signature: _____

Print Name: _____

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me by means of

physical presence or **online notarization**, this _____ day of _____ 20_____

By _____

Personally known or Produced Identification _____

Notary Signature

Print, Type, or Stamp Commissioned Name of Notary Public



City of Dunnellon - Community Development
 20750 River Dr. Dunnellon, Florida 34431
 Phone: (352) 465-8500 x1010 | Email: planning@dunnellon.org
 Website: www.dunnellon.org

File this form at Marion County Clerk of Courts at 19 NW Pine Ave, Room 124, Ocala FL. Submit a copy of the recorded NOC to City of Dunnellon prior to scheduling the first inspection. F.S. 713.135 requires this form for jobs with direct contract value greater than \$5,000 OR greater than \$14,999 for repair/replacement of existing heating/AC systems.

Notice of Commencement

Permit no.: _____ Tax folio/Parcel ID: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Florida Statutes (FS) chapter 713, the following information is provided in this notice of commencement.

1. Description of property should include the full legal description of property and street address, if available:

2. General description of improvement: _____
3. Owner or lessee information, if lessee is contracted for the improvement:
 - a. Name and address: _____
 - b. Interest in property: _____
 - c. Name and address of fee simple titleholder (if different from owner listed above): _____
4. Contractor / Qualifier: _____
 - a. Name and address: _____
 - b. Contractor phone number: _____
5. Surety name, address, and phone number (if applicable, attach copy payment bond): _____
 5c. Amount of bond: \$ _____
6. Lender name, address and phone number: _____
7. Persons within the state of Florida as designated by owner upon whom notices or other documents may be served as provided by FS section 713.13(1)(a),7 (provide name, mailing address and phone number of designated person): _____
8. In addition to himself or herself, owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section FS section 713.13(1)(b). Phone number of person/entity designated by owner: _____
9. Notice of commencement expiration date (the expiration date will be 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner (or authorized agent) _____ Date _____

Signatory's title/office _____
 STATE OF FLORIDA, County of _____ The foregoing instrument was acknowledged before me by means of
 physical presence or online notarization, this _____ day of, _____ 20_____,
 By _____, as _____ for
Authority / representative type; officer, trustee or attorney-in-fact

Name of party/corporation/company for whom instrument was executed _____ Signature of Notary Public _____

Personally, known or Produced identification _____