

Town of Windermere Solar Heating Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Windermere as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida must be submitted with each application (if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed engineering for the solar collectors to be mounted on the roof. Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings
- ☐ For factory built systems submit the listing and label showing the manufacturer's name, address, model number, collector dry weight and maximum allowable temperatures and types of heat transfer fluid allowed.
- ☐ Two (2) paper sets and one (1) electronic set of the roof plan layout indicating the location of the solar panels, pool equipment/water heater and the geographical orientation of the building (may be hand drawn)
- ☐ Two (2) copies of the Florida Solar Energy Center summary information sheet.
- ☐ Two (2) copies of the component identification sheets (riser diagram)
- ☐ Two (2) copies of the manufacturer's installation instructions for the equipment and any appliances.

These guidelines were compiled to assist the applicant in preparing a solar permit application and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal code requirements.