



GREEN (SUSTAINABLE) ENERGY PERMIT APPLICATION SUBMITTAL CHECKLIST

11 North Third Street, Jacksonville Beach, FL 32250

building@jaxbchfl.net | ssciotto@jaxbchfl.net

FBC 8TH EDITION (2023)

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Effective Date 1-1-2025

FILING REQUIREMENTS



- Completed Green Energy Permit Application Form
- [Plan review fee](#) payment (check or money order) for projects valued at \$25,000 or greater
- Site Plan, required for any system that is not rooftop-mounted
- Floor Plan, required for any system installed indoors
- Damage Prevention Plan, if applicable
- Two (2) bound sets of Construction Documents

PHOTOVOLTAIC SOLAR PANEL SYSTEM (PVEL)

Plans must be signed and sealed by a Professional Engineer if the system has an aggregate service capacity of 600 amperes (240 volts) or more for residential or 800 amperes (240 volts) for commercial system. F.S. 471.003

- Proof of executed Beaches Energy Services (BES) [tri-party/standard interconnection agreements](#) for customer owned renewable systems [1 set]
- Florida Solar Energy Center (FSEC) [approval information](#) [1 set]
- Manufacturer technical specifications including structural and wind loading
- Rooftop layouts of panels indicating compliance with FBCR 324 and NFPA 1-11.12 [3 sets]
- 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 2020](#)
- 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 [1 set]
- Florida Solar Energy Center (FSEC) [approval information](#) [1 set]
- Manufacturer technical specification package including feed type, grid frequency and current rating
- Certification of storage system 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 2020](#)
- Damage prevention plans (bollards, curb stops, etc.) [2 sets]
- 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
- Exterior site plan showing location of proposed equipment and storage system for outdoor installation
- Indicate elevation of equipment and storage system if structure is located within a designated [FEMA](#) flood hazard zone



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ELECTRIC VEHICLE CHARGING STATION (EVCS)

Other documents or life safety precautions may be required depending on site conditions.

17. Proof of compliance with [UL 2202](#) "Standard for EV Chargers" [1 set]
18. Proof of compliance with [NEC 2017](#) [1 set]
19. Manufacturer technical specifications including mechanical ventilation and equipment installation guidelines
20. One line riser diagram showing electrical service, raceways, conductors and overcurrent protection supplying new EV chargers including voltage/phase/amperage/AIC rating/lockable disconnect etc.
21. Floor and site plans showing proposed EVCS location in relation to existing electrical panel, smoke detectors, buildings, other utility facilities or equipment, property lines, public right of ways and easements
22. Damage prevention plan (bollards, curb stops, etc.) [2 sets]
23. Indicate elevation of proposed equipment if installed within a designated [FEMA](#) flood hazard zone
24. In parking garages, additional Fire Safety Requirements may include but are not limited to:
 - a. Additional ventilation may be required if charging involves non-sealed batteries;
 - b. Enclosure where charger is shall have a 1 hour fire rating (including the door);
 - c. Clearance of 36" must be maintained in front and around vehicle for egress;
 - d. EVCS must be directly powered from outlet (no extension cords);
 - e. Flammable or combustible material storage prohibited in charging area;
 - f. Fire protection evaluation may be required. 2022 Fire Sprinkler Code applicable; and
 - g. Code changes increases hazard classification from OH1.5 to OH2

MOST COMMON REASONS FOR DISAPPROVED APPLICATIONS

- ☐ Incomplete or Missing Filing Requirements
- ☐ Required BES applications, agreements, and forms contain errors or omitted (Tri-Party & Tier 1 Standards Interconnection Agreements)
- ☐ Location of required exterior solar/PV disconnect
- ☐ Horizontal view of exterior wall omitted
- ☐ Location of proposed equipment does not comply with (NFPA 855 15.6)
- ☐ NPFA 855 4.3.2 working space
- ☐ NEC 2020 110.26(b) clear space
- ☐ NFPA-1 access pathway and ventilation between array sections
- ☐ Errors or incorrect information on the Application for
- ☐ Inadequate homeowner insurance policy – minimum \$1,000,000
- ☐ BES application fee outstanding
- ☐ Riser Diagram or System Schematic omitted or non-compliant

Applicable Codes

Florida Building Code 8th Edition, National Electric Code 2020Florida Fire Prevention Code 7th Edition, Current Jacksonville Beach Land Development Code (LDC)

[FSS§718.113\(8\)](#) enables a multi-family occupancy unit owner the ability to install/use a/an electric charging station within the unit owners limited common element parking space. This legislation prohibits a condominium association's board of directors from prohibiting any unit owner from installing an EVCS within the boundaries of the unit owner's limited common element parking space, provided that the owner is responsible for: 1) Ensuring installation does not cause irreparable damage to the condominium property; 2) The costs of installation, operation, insurance, maintenance, repair, and removal of the charging station; and 3) Ensuring electricity for the EVCS is separately metered and payable by the unit owner.

Notice: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. In most cases these permits or approvals are required from: the U.S. Army Corps of Engineers, The U.S. Coast Guard, the Environmental Protection Agency, the Department of Environmental Regulation, or the Agency for Health Care Administration.

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

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www.jacksonvillebeach.org/building

FBC 8TH EDITION (2023)**Building Division**
904.247.6235**Fire Marshal**
904.247.6201

APPL# _____

LOCATION	Job Address _____		OWNER OF RECORD	Name _____	
	Parcel ID No. _____			Address _____	
	Tenant Name _____			City _____ State _____	
	Lot/Block _____			Zip _____ Phone _____	
	Subdivision _____			E-Mail _____	
PROJECT SCOPE	Total Value of Work (<i>trade systems, materials, and labor</i>) \$ _____			FEMA Flood Zone _____	
	Alternative Plan Review and/or Inspection Services (separate form required) _____				
	EXISTING USE OF BUILDING	IMPROVEMENT TYPE	VALUATION PER SYSTEM	EQUIPMENT LOCATION	
		☐ Electrical Vehicle Charging Station (EVCS) ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Energy Storage System (ESS) ☐ Photovoltaic (PVEL) Panel System ☐ Solar Pool Heater	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ Outdoor/Open/Roof ☐ Indoor/Enclosed ☐ Attached Garage ☐ Detached Garage ☐ Private Space ☐ Common Area	
	EXISTING SYSTEM(S)	ADDITIONAL DESCRIPTION			
☐ Fire Alarm System ☐ Fire Sprinkler System ☐ EVCS ☐ ESS ☐ PVEL					
CONTRACTOR OF RECORD	Company Name _____			DBA Name _____	
	Qualifier Primary Name _____			License Number _____	
	License Location _____				
	Mailing Address _____				
	Phone _____ E-Mail _____				
Inspection Contact E-Mail _____					

TREE REMOVAL/SITE CLEARING AFFIDAVIT: I certify all protected trees or any tree retained for tree mitigation or conservation credit will be protected prior to the issuance of a permit and/or during construction. No trees will be removed, damaged or destroyed without first obtaining a permit (tree removal/site clearing permit application form and tree survey required).

OWNER'S AFFIDAVIT and ELECTRONIC SUBMISSION STATEMENT: Application is hereby made to obtain a permit to do the work as indicated above and I certify that no work has commenced and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction, whether specified herein or not. I understand: 1) Additional permits are required for **Building, Plumbing, Electrical, Mechanical, Pools, Roofing, etc.**; 2) Additional approvals may be required from other entities; and 3) The right, title and interest of a person who has contracted for improvements may be subject to attachment under the Construction Lien Law and promise in good faith to provide a copy of the DBPR Construction Lien Law statement to any owner making improvements to real property. Issuance of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws. Unless owner builder exemption is elected, I certify the contracting firm listed above is authorized to act as my agent to obtain a permit for the work described herein.

ROOF ATTACHMENT AFFIDAVIT: Installation of roof mounted photovoltaic or solar support systems typically require roof system penetrations to allow attachments to the structure which may create additional long-term roof system maintenance requirements and/or jeopardize roof system manufacturer warranties, roof mounted solar systems generally require removal and reinstallation of solar panels/arrays in order to perform routine roof maintenance, repair or replacement. I hereby certify that panel roof attachments, if installed, will be mounted and fastened in accordance with all applicable codes and standards as set forth in the Florida Building Code and/or the approved plans.

In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor and under penalty of perjury, I declare that I have read and examined this application and all of the foregoing information is true and correct. Payment of required permit fees will make this application valid and binding to the same force and effect as handwritten signatures and that I may be required to provide traditional signatures at a later date.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. SAID RECORDED NOTICE MUST BE POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. CONSULT WITH YOUR LENDER OR AN ATTORNEY IF YOU INTEND TO OBTAIN FINANCING.

Print Name_____
Date