

SOLAR ENERGY PERMIT GUIDELINES



[VILLAGE OF EL PORTAL](#)
500 NE 87th St., Miami, FL 33138
Telephone No. 305.795.7880

SOLAR (THERMAL/ PHOTOVOLTAIC) SUBMITTAL CHECKLIST

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to The Village of El Portal when applying to install a solar photovoltaic (PV) system (residential or small commercial). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application and review process.

Properly filled out permit application (one for each required trade):

FOR SOLAR THERMAL SYSTEMS

Solar contractor or plumbing contractor

FOR PHOTOVOLTAIC SYSTEMS

For building either GC or solar contractor

Electrical contractor

Two copies of construction documents signed and sealed by a professional designer

Property scaled roof plans with the location of system

FOR SOLAR THERMAL SYSTEMS

Complete plumbing riser diagram

Specifications for all components

Attachments details

FOR PHOTOVOLTAIC SYSTEMS

Complete electrical diagram and electrical circulation

Specifications for all components

Attachment details with windloading calculations

Inspections for solar system plumbing rough and final

Copy of recorded notice of commencement at first inspection

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INSPECTIONS

FOR SOLAR THERMAL SYSTEMS

Plumbing rough
Plumbing final

FOR PHOTOVOLTAIC SYSTEMS

Structural final
Electrical rough
Electrical final

Copy of recorded notice of commencement at first inspection

PERMIT FEES

Complete fee information can be found in [Appendix to Chapter 5 - Permit Fee Schedule](#), of the Village of El Portal Code of Ordinances.

REVIEW PROCESS TIMELINE

The Village of El Portal Building Department is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed one and two-family dwelling solar permit applications within 10 business days. These turnaround times are typical, not guaranteed. The Village of El Portal has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

PERMIT EXPIRATION

Per [Sec. 17-56.-Commencement of development](#) of the Village of El Portal Code of Ordinances, if the commencement of development does not occur within 12 months from the date of final approval, the approval shall become null and void and the site may not be developed in accordance with the plan. If development is permitted in phases a phasing plan shall be required and subsequent phases shall commence within 18 months after the completion of the previous phase.

If subsequent phases are not commenced within the 18-month period, the final approval shall be null and void and reapplication to the village shall be required for the remaining phases. Phases may be developed out of sequence if good cause is shown and not be to the detriment of the preceding phase(s).

Prior to the expiration of an approved site plan the applicant may apply for an extension. The applicant shall have the burden of showing good cause of why said site plan should be extended. The extension may be approved administratively by the planning and zoning director.