

## **Satellite Beach PV permitting/installation/inspection/connection process**

THE FOLLOWING STEPS NORMALLY ARE COMPLETED BY THE INSTALLATION CONTRACTOR.

NOTE: THE ENTIRE PROCESS CAN BE CONDUCTED ON-LINE STARTING AT <http://www.satellitebeachfl.org/Pages/CitizenServe.aspx> or by opening the City's home page at <http://www.satellitebeachfl.org>, selecting the CitizenServe link on the upper right of the page, and on the resulting Satellite Beach CitizenServe online portal selecting the "https://www2.citizenserve.com/satellitebeach" link.

1. Apply for a building permit (visit the Building Department office in City Hall or download from the internet).
2. Complete the application form, attaching the following documents:
  - Site diagram
  - Florida Solar Energy Center certifications for the equipment to be installed
  - Manufacturer's specifications for the equipment to be installed
  - Engineer's certification to wind speed resistance and means of attachment
3. Submit the application with the \$74 permit and inspection fee to the Building Department.
4. Answer any questions and provide amplifying documents **if requested** by Building Department staff.
5. Submit the application package to the Building Department.
6. Pick up your permit upon notification it has been approved.
7. Post the permit prominently on the project site.
8. Obtain from Building Department or on City Website and complete a Notice of Commencement if project over \$2,500.
9. File the Notice of Commencement with the Brevard County Clerk of Courts
10. Once the installation is complete, notify the Building Department to schedule an inspection.
11. Be present at the project site to accompany the inspector as he reviews the installation.
12. If installation passes go to 16.
13. If installation fails make any needed revisions to the installation.
14. Request a re-inspection and pay the re-inspection fee.
15. Be present at the project site to accompany the inspector as he/she reviews the corrections.
16. Request a copy of the filed Termination of Notice of Commencement from contractor
17. Complete the Florida Power and Light (FPL) connection process (see below).

### **Florida Power and Light connection process:**

The following is based on information at <https://www.fpl.com/clean-energy/net-metering/tiers.html>

**Most homeowners will install a 10 kW AC or less (Tier 1 system).** The steps are:

1. Review FPL's Net Metering Guidelines [at <https://www.fpl.com/clean-energy/net-metering/guidelines.html>] to help you achieve a system that best suits your needs.
2. Complete the net metering application [at <https://www.fpl.com/clean-energy/pdf/net-metering-application.pdf>] and the tier 1 interconnection agreement [at <https://www.fpl.com/clean-energy/pdf/net-metering-tier1.pdf>]. Both documents must match the name on the FPL account. The interconnection agreement must be signed by the account holder. (Important Note: To complete the application and agreement, first save them to your computer. Then open them in Adobe Reader, complete the form fields and save.)
3. Provide a completed IRS form W-9 [available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>].
4. Once construction is complete, have your system inspected by the local authority that has jurisdiction and submit a copy of the final permit showing the system approved and signed off.
5. FPL will send you an email acknowledgement upon receipt of the documents listed above.
6. Once all the documentation has been received and approved, FPL will send you an email that a bi-directional meter has been requested and will be changed within 30 days. Do not begin parallel operation until your bi-directional meter is installed.

Submit paperwork to FPL by:

Email

Scan and email to [Netmetering@fpl.com](mailto:Netmetering@fpl.com)

Mail

FPL Net Metering  
14250 SW 112 ST  
Miami, FL 33186  
Fax  
305-552-2275

**For anyone installing a 10 to 100 kW AC (Tier 2) system, the steps are:**

1. Review FPL's Net Metering Guidelines [at <https://www.fpl.com/clean-energy/net-metering/guidelines.html>] to help you achieve a system that best suits your needs.
2. Complete the net metering application [at <https://www.fpl.com/clean-energy/pdf/net-metering-application.pdf>] and the tier 2 interconnection agreement [at <https://www.fpl.com/clean-energy/pdf/net-metering-tier2.pdf>]. Both documents must match the name on the FPL account. The interconnection agreement must be signed by the account holder. (Important Note: To complete the application and agreement, first save them to your computer. Then open them in Adobe Reader, complete the form fields and save.)

3. Provide a completed IRS form W-9 [available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>].
4. Once we receive the net metering application an invoice will be sent to you for the \$400 application fee. When the invoice is received please send a check to the “FPL General Mail facility” address listed on the invoice and include a copy of the original invoice.
5. Documentation showing proof of insurance per the interconnection agreement section 11; please verify the location address is listed on the Insurance certificate.
6. An electrical one-line diagram and specification sheets for the inverter, renewable energy source and other installed equipment, such as PV panels. For non-inverter based renewable energy systems, the drawing must include the electrical and physical location of the visual manual load break disconnect switch, kVA rating, power factor, and the customer's estimated fault current contribution at the point of interconnection.
7. Once construction is complete, have your system inspected by the local authority that has jurisdiction and submit a copy of the final permit showing the system approved and signed off.
8. FPL will send you an email acknowledgement upon receipt of the documents listed above.
9. Once all the documentation has been received and approved, FPL will send you an email that a bi-directional meter has been requested and will be changed within 30 days. Do not begin parallel operation until your bi-directional meter is installed.

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