**Permitting Team**

**July 17th Conference Call**

**Call Summary**

**Call Participants:** Tim Clark (Alachua), Jeff Hays (Alachua), David Cooper (Alachua), Vince Laporta (Venice), Karen Butterworth (Venice), Aneta Duhig (Orange County), Michael Huneke (Broward County), Jeff Halsey (Broward County)

**Meeting Discussion Summary**

The meeting discussion centered on defining the permitting system and application, using the diagram sent out by Orange County as a guide. Discussion began by recapping the goals of the DOE grant and the overall theme of a consistent single permitting feel for all applicants. And based on that discussion, the following general consensus was reached.

**Go Solar Florida Website:**

* On the Go Solar Florida Website, an applicant will be able to interface with FSEC to obtain structural and electrical plans (plans can be printed and/or saved as an electronic file). If they desire to move on to permitting, they will be able to choose the jurisdiction where the project is located from a drop-down list of participating jurisdictions, and a selection “jurisdiction not listed”. The “jurisdiction not listed” selection would let them know they cannot use this on-line permitting system and could give contact information for non-participating jurisdictions.

**Jurisdiction’s Permitting System:**

* Once a participating jurisdiction is selected on the Go Solar Florida Website, the applicant will be taken to the jurisdiction’s permitting website where a standard application form/process for permitting begins. (For example, address verification, contractor verification, fees and inspections are defined and collected.)
* Plans would be uploaded with the permit application and the project would move through permit approval, issuance and eventually to project completion.
* Upon project completion data from the project (Project Metrics) would be sent to the Go Solar Florida Website for collection and analysis.
* If a participating jurisdiction does not have an e-permitting system, then the standard application and drawings could be printed and taken to the jurisdiction for manual processing, or emailed to the jurisdiction. A future upgrade of the system could address creating an e-permitting solution for these jurisdictions.

**Team Challenges/Goals**

* Within the steps listed above; to maintain, as much as possible, the feel of a single solar permitting experience across Florida.
* As much standardization as possible, of an e-Permit application, keeping in mind certain uniform data to be collected upon project completion.
* Incorporating standards for the number of inspections and possibly permitting fees.

**Questions to Answer**

* What are the essential questions/details that need to be included on the application?
* What would the user interface look like; how could this provide the best experience for the applicant?
* How will the project completion data be sent to the Go Solar Florida Website; how will the data be analyzed and reports generated?

**Other Items to Address**

* A pre-permitting checklist similar to the GoSolar I, “Should I Use” checklist, to be located on the Go Solar Florida Website.

**Action Items**

* Before the next conference call, Broward County will revise the Business Requirements Document and send it out to the team for review and comments.

**Next Conference Call: July 31st, 10:00 a.m.**

**Call-in Number 954-357-5480**