**Go Solar Permitting Team**

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

**Call Minutes**

**Call Participants:** Tim Clark (Alachua), David Cooper (Alachua), Aneta Duhig (Orange County), Michael Huneke (Broward County)

**Meeting Discussion Summary**

The meeting discussion centered on review of the draft Business Requirements Document and how to move forward on defining the specifics of a permitting system that has a uniform feel. Discussion began by reviewing the system diagram sent out as part of the Business Requirements Document and moving through the various steps on the diagram. The following are the highlights of this discussion.

**Plans System:**

* The team will wait to see the specific plans system and specific data that must be entered by the applicant to obtain the plans before revisiting the question of whether it’s beneficial to have the data entered to obtain the plans self-populate the permitting application. (Does this make sense from a cost, effort, and feasibility standpoint versus what would be gained for the applicant and the AHJ.)

**Permitting System:**

* The team will focus on creating a uniform feel for the Go Solar Florida Permitting System by developing a standardized way to collect data and proceed through the permitting and inspection process. This will begin by completing flow diagrams of the team member’s permitting systems and then comparing these systems for similarities and differences.
* The team discussed the need for a launching or landing page that promotes the Go Solar Florida Permitting system and the partners participating, lists the partners, and gives the links to their permitting systems. The “choose jurisdiction button” could be replaced with a Go Solar Florida Permitting button leading to the launching page.
* The team discussed the need for “Should I Use” checklists and felt an abbreviated version should be included at the beginning of the plans/permitting process (Go Solar Florida website) to define the basic requirements for using the plans and permitting systems. A more extensive “Should I Use” checklist will be included as part of the AHJ’s permitting systems (this is already a part of most AHJ’s regular e-permitting systems).
* The team started to define the data collection system (at project completion) by beginning a list of possible report formats that could be used, including the following:

Text, Excel, or PDF; text and excel would allow more data manipulation.

* The team continued to define the data collection system by also beginning a list of possible data categories to be collected, including the following:

Location; System Size; Inspections and Fees; Date Permit Applied For, Issued, and Completed.

* The team felt that in-bedding the Go Solar Florida Logo on the permit issued to the applicant would help promote the uniform Go Solar Florida Permitting experience.
* The team discussed the incorporation of standards for the number of inspections and possibly permitting fees. The team is open to different approaches and will discuss further as more specifics are developed.

**Questions to Answer**

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

**Action Items**

* **Before the next conference call**, team members are to submit to Michael a flow diagram of their specific permitting system, so that comparisons can be made and discussed during the next conference call.
* Michael to email Greg (Alachua) and Vince (Venice) for specifics regarding permitting fees and number of inspections.

**Next Conference Call: August 14th, 10:00 a.m.**

**Call-in Number 954-357-5488**