**Permitting Team**

**June 26th Conference Call**

**Call Summary**

**Call Participants:** Tim Clark (Alachua), Vince Laporta (Venice), Karen Butterworth – permitting supervisor (Venice), Aneta Duhig (Orange County), Michael Huneke (Broward County), Andrea Bousquet (Broward County)

**Meeting Discussion Summary**

The meeting discussion centered on defining what was expected in regard to the permitting system and application. And based on that discussion, a need was established to better define the goals and challenges this team faces along with the focus that needs to be maintained, suggestions of questions we may want to answer, and ideas of ways to achieve our goals .

**Team Challenges/Goals**

* To develop a solar permitting system that furthers the goal of a single solar permitting experience across Florida.
* This system will incorporate a universal/standard ePermit application to be used by all Go-Solar Florida applicants.
* This system will incorporate standards for the number of inspections and possibly permitting fees.

**Questions we may want to answer:** What are the essential things that need to be included on an application; what questions need to be asked on the application? What would the user interface look like (diagram)?

**Focus areas:** the details of a standard application form and user interface along with where this form resides (which website).

**Outside our current focus:** The details of the plans system and the IT system are outside our current focus. These items may become relevant as we move into phase 2 and 3 of the overall project.

**Other items we may want to address:**

* A pre-permitting checklist similar to the GoSolar I, “Should I Use” checklist.
* A PV installation reporting system for PV installations.

**Permitting System Information Discussed and Gathered During Call**

* In Alachua, the City of Newbury has no online permitting system. They process permits primarily on paper.
* The City of Venice has an online permitting system.
* Orange County’s system validates permit application addresses very strictly. The Property Appraiser uses the Orange County geo-database as a master source of address data. (In contrast, Broward uses the Property Appraiser as the source of address data.)
* Orange County’s system also validates contractor information; only contractors may apply for permits. (Same in Broward)
* It may not be feasible, at this time, for Go Solar Florida II to copy the GoSolar 1 model, where a central agency (e.g. Broward) collects fees and verifies contractor licenses on behalf of multiple other agencies, using inter-local agreements.
* AHJs generally do not have a separate application form or process for PV installations. Permit applications can be simple but are used for multiple/various purposes: electrical, “minor work permit”, etc.

**Action Items**

* Aneta will reach out to the other team members (Tim and Vince) to discuss the permitting system and application form and to start the process of reaching agreement and designing a system.

**Next Conference Call: To be determined week of July 14th**