

New York State Unified Solar Permit

Expedited Solar Permit Process for Small-Scale Roof-Mounted Residential and Commercial Solar Electric

## **Requirements for Application Submittal – Part A**

The expedited solar permitting process uses a unified permit across participating municipalities in New York State.

A combined building and electrical permit for a grid-tied solar electric system will be issued pending proper completion of forms, submission of approved plans and approval by municipality. All applicants must submit:

- 1. Unified Solar Permit for Small-Scale Solar Electric Systems Eligibility Checklist – PART B
- 2. \_\_\_\_set of plans that include:
- Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- One-Line or 3-Line Electrical Diagram as required by:
- Specification Sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.
- All diagrams and plans must be prepared by a PE or RA as required by New York State law and include the following: (a) Project address, section, block and lot number of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; and (d) System capacity in kW-DC.
- 3. Unified Solar Permit for Small-Scale Solar Electric Systems Application PART C
- 4. Permit Fee Amount

## \$50

#### Permit Review and Inspection Timeline

Permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 calendar days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and will be provided within 7 calendar days of inspection request.

The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.

#### Visit ny-sun.ny.gov for more information on the NY-Sun initiative.



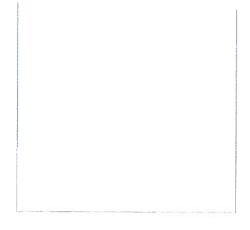








Inc. Village of Manorhaven 33 Manorhaven Blvd. Port Washington, New York 11050





## Eligibility Checklist - Part B

To determine if you are eligible for the expedited permitting process, answer the questions below.			
Yes No	1. Solar installation has a rated capacity of 12 kW or less.		
Yes No	2. Solar installation is not subject to review by an Architectural or Historical Review Board.		
Yes No	3. Solar installation does not need a zoning variance or special use permit/conditional use permit.		
☐Yes ☐No	4. Solar installation is to be mounted on a permitted roof structure of a building, or on a legal accessory structure. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.		
Yes No	5. Solar installation is compliant with all applicable electrical and building codes.		
Yes No	6. Solar installation is compliant with New York State Fire Code.		
☐Yes ☐No	<ol><li>The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.</li></ol>		
□Yes □No	8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.		
Yes No	9. The solar electric system and all components will be installed per the manufacturer's specifications.		
Yes No	10. The project will comply with adopted National Electrical Code® requirements.		
□Yes □No	11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).		
☐Yes ☐No	12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.		
Yes No	13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.		

If you answered "No" to any of Questions 1-10, you are not eligible to participate in the expedited permitting process and must go through the standard permitting process dictated by the municipality. If you answered "No" to any of Questions 11-13, in order to use this form, in addition to other New York State PE or RA requirements, you must provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional weight and wind loads of the solar electric system. If you answered "Yes" to all of the above questions, please sign below to affirm that all answers are correct, and you have met all the conditions and requirements to participate in this expedited process.

Property Owner's Signature

Date

Solar Installation Contractor Signature

Date

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# Application – Part C

1. Property Owner:		
Property Owner's Name	Phone	Email
Property Address		
Section Block Lot Nu	mber	
2. Existing Use:		
Single Family 2-4 Family Commercial Other		
3. Provide the total system capacity rating (sum of all page)	anels)	
Solar Electric System: kW-DC		
4. Solar Installation Contractor and Electrician:		
Installer Business Name		
Installer Business Address	·····	
Installer Contact Name	Installer Pt	none Number
Installer License Number(s)	Installer Er	nail
Electrician Business Name	Electrician	License Number
5. What is the existing roofing material?		
6. Provide method and type of weatherproofing for roof	penetrations (i.e., flashin	g, caulk).
7. Is the mounting structure an engineered product design of no, provide details of structural attachment in a letter certified		tric modules? Yes No
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## Application – Part C (continued)

#### 8. For manufactured mounting systems, provide the following information about the mounting system:

a. Mounting S	stem Manufacturer	······································
b. Product Na	me and Model Number	
c. Total Weight	t of Solar Electric Modules and F	tailsIbs.
d. Total Numbe	er of Attachment Points	
e. Weight per /	Attachment Point (c ÷ d)	lbs.
		nts on a Railinches Ilowed based on maximum design wind speed)
g. Total Surfac	e Area of Solar Electric Modules	(square feet)ft <sup>2</sup>
h. Distributed	Weight of Solar Electric Module	on Roof (c + g) Ibs./ft²
Quantity Modules:	Make	Model
Modules:		
Quantity	Make	Model
	in this expedited process.	s are correct and that you have met all the conditions and requirements
Solar Installation	Contractor Signature	Date

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