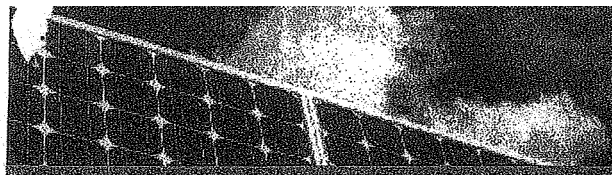

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New York State Unified Solar Permit

Expedited Solar Permit Process for Small-Scale Photovoltaic Systems

Requirements for Application Submittal - *STEP 1*

For use in all New York State counties with the exception of Nassau County and Suffolk County.

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

A combined building and electrical permit for a grid-tied photovoltaic (PV) 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 Photovoltaic Systems Eligibility Checklist - STEP 2

(2)

2. One (1) set of plans (number may vary by municipality) 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. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- 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 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 Photovoltaic Systems Application - STEP 3

4. Permit Fee Amount

Permit Review and Inspection Timeline

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

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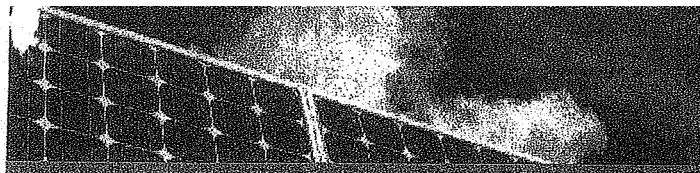

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Eligibility Checklist – *STEP 2*

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.

☐ 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 7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the state. [can be customized for jurisdictions]

☐ Yes ☐ No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.

☐ Yes ☐ No 9. The PV 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, 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 energy 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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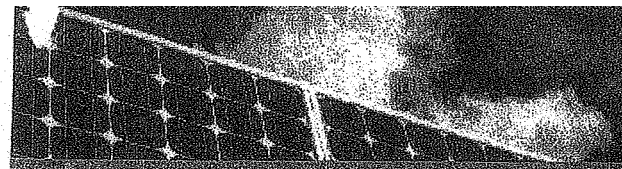

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Application – *STEP 3*

1. Property Owner:

Property Owner's Name

Property Address

Section | Block | Lot Number

2. Existing Use:

☐ Single Family ☐ 2-4 Family ☐ Commercial ☐ Other

3. Provide the total system capacity rating (sum of all panels)

PV System: _____ kW-DC

4. Solar Installation Contractor:

Business Name

Business Address

Contact Name | Phone Number

License Number(s)

5. What is the existing roofing material?

6. Provide method and type of weatherproofing for roof penetrations (i.e., flashing, caulk).

7. Is the mounting structure an engineered product designed to mount PV modules? ☐ Yes ☐ No
If no, provide details of structural attachment in a letter certified by a design professional.

continued >

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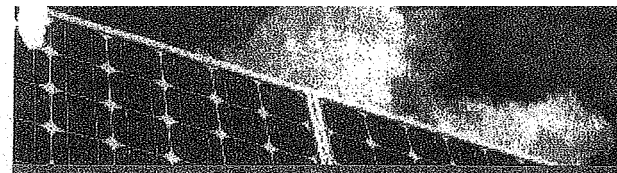

Application – STEP 3 *(continued)*

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

a. Mounting System Manufacturer _____

b. Product Name and Model Number _____

c. Total Weight of PV Modules and Rails _____ lbs.

d. Total Number of Attachment Points _____

e. Weight per Attachment Point (c ÷ d) _____ lbs.

f. Maximum Spacing Between Attachment Points on a Rail _____ inches
(see product manual for maximum spacing allowed based on maximum design wind speed)

g. Total Surface Area of PV Modules (square feet) _____ ft^2

h. Distributed Weight of PV Module on Roof (c ÷ g) _____ $lbs./ft^2$

9. Indicate quantity, brand, make and model of the:

Inverter(s):

Quantity	Make	Model

Modules:

Quantity	Make	Model

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to participate in this expedited process.

Property Owner's Signature _____ Date _____

Solar Installation Contractor Signature _____ Date _____

Cost of Construction _____ Est. date of Completion _____

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