

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 building 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. One (1) 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. 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: See attached list.

Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt 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.

Contact:

Town of Pompey Codes Department
315-682-1170

Or
email: zoning@pompey-ny.gov

Feel free to also visit the Town Website:

<http://www.pompey-ny.gov>



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 Town of Pompey.
- 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® requirement
- 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



public-private partnership will drive growth of technology in the state for all New Yorkers.
Energy. Innovation. Solutions.
Information on the NY-Sun Initiative.





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.





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) _____ ft²

h. Distributed Weight of PV Module on Roof (c ÷ g) _____ lbs./ft²

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

Inverter(s):

Quantity	Make	Model
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Modules:

Quantity	Make	Model
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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

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.



FEE SCHEDULE

<u>Value not Exceeding Permit Fee</u>		<u>Value not Exceeding Permit Fee</u>		<u>Value not Exceeding Permit Fee</u>		<u>Value not Exceeding Permit Fee</u>	
2,000	25.00	51,000	194.00	101,000	294.00	151,000	394.00
3,000	29.00	52,000	196.00	102,000	296.00	152,000	396.00
4,000	33.00	53,000	198.00	103,000	298.00	153,000	398.00
5,000	37.00	54,000	200.00	104,000	300.00	154,000	400.00
6,000	41.00	55,000	202.00	105,000	302.00	155,000	402.00
7,000	45.00	56,000	204.00	106,000	304.00	156,000	404.00
8,000	49.00	57,000	206.00	107,000	306.00	157,000	406.00
9,000	53.00	58,000	208.00	108,000	308.00	158,000	408.00
10,000	57.00	59,000	210.00	109,000	310.00	159,000	410.00
11,000	61.00	60,000	212.00	110,000	312.00	160,000	412.00
12,000	65.00	61,000	214.00	111,000	314.00	161,000	414.00
13,000	69.00	62,000	216.00	112,000	316.00	162,000	416.00
14,000	73.00	63,000	218.00	113,000	318.00	163,000	418.00
15,000	77.00	64,000	220.00	114,000	320.00	164,000	420.00
16,000	81.00	65,000	222.00	115,000	322.00	165,000	422.00
17,000	85.00	66,000	224.00	116,000	324.00	166,000	424.00
18,000	89.00	67,000	226.00	117,000	326.00	167,000	426.00
19,000	93.00	68,000	228.00	118,000	328.00	168,000	428.00
20,000	97.00	69,000	230.00	119,000	330.00	169,000	430.00
21,000	101.00	70,000	232.00	120,000	332.00	170,000	432.00
22,000	105.00	71,000	234.00	121,000	334.00	171,000	434.00
23,000	109.00	72,000	236.00	122,000	336.00	172,000	436.00
24,000	113.00	73,000	238.00	123,000	338.00	173,000	438.00
25,000	117.00	74,000	240.00	124,000	340.00	174,000	440.00
26,000	120.00	75,000	242.00	125,000	342.00	175,000	442.00
27,000	123.00	76,000	244.00	126,000	344.00	176,000	444.00
28,000	126.00	77,000	246.00	127,000	346.00	177,000	446.00
29,000	129.00	78,000	248.00	128,000	348.00	178,000	448.00
30,000	132.00	79,000	250.00	129,000	350.00	179,000	450.00
31,000	135.00	80,000	252.00	130,000	352.00	180,000	452.00
32,000	138.00	81,000	254.00	131,000	354.00	181,000	454.00
33,000	141.00	82,000	256.00	132,000	356.00	182,000	456.00
34,000	144.00	83,000	258.00	133,000	358.00	183,000	458.00
35,000	147.00	84,000	260.00	134,000	360.00	184,000	460.00
36,000	150.00	85,000	262.00	135,000	362.00	185,000	462.00
37,000	153.00	86,000	264.00	136,000	364.00	186,000	464.00
38,000	156.00	87,000	266.00	137,000	366.00	187,000	466.00
39,000	159.00	88,000	268.00	138,000	368.00	188,000	468.00
40,000	162.00	89,000	270.00	139,000	370.00	189,000	470.00
41,000	165.00	90,000	272.00	140,000	372.00	190,000	472.00
42,000	168.00	91,000	274.00	141,000	374.00	191,000	474.00
43,000	171.00	92,000	276.00	142,000	376.00	192,000	476.00
44,000	174.00	93,000	278.00	143,000	378.00	193,000	478.00
45,000	177.00	94,000	280.00	144,000	380.00	194,000	480.00
46,000	180.00	95,000	282.00	145,000	382.00	195,000	482.00
47,000	183.00	96,000	284.00	146,000	384.00	196,000	484.00
48,000	186.00	97,000	286.00	147,000	386.00	197,000	486.00
49,000	189.00	98,000	288.00	148,000	388.00	198,000	488.00
50,000	192.00	99,000	290.00	149,000	390.00	199,000	490.00
		100,000	292.00	150,000	392.00	200,000	492.00

FOR VALUE OF CONSTRUCTION OVER \$200,000.00 ADD \$2.00 FOR EACH \$1,000.00 OR PORTION THEREOF IN VALUE OF CONSTRUCTION