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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 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.
- 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, provide web addresses on application or in email with item description for each web link.
- 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.

VILLAGE OF CROTON ON HUDSON
Engineering Department
1 Van Wyck Street
Croton-on-Hudson, NY 10520
914-271-4783 Tel
914-271-3790 Fax

Email application documents to Engineering@crotononhudson-ny.gov

Note: The Village of Croton-on-Hudson has made some modifications to the NYS Unified Solar Permit Application to conform to local requirements.

Note: This PDF has "markups" print PDF document and markups.

3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application – STEP 3

3A. Insurance documentation per NYS Workers' Compensation Board for:Workers Compensation and Disability Insurance; and liability insurance with the Village of COH listed as an additional insured.

4. Permit Fee Amount

PV Systems up to 4kW: $200, PV Systems (>4kW to 10kW): $400, PV Systems greater than 10 kW to 50 kW: $400 flat fee, plus $25 per kW for each kW (or fraction of) over 10 kW. A check or payment of cash at the office is required to process the application. Fee covers building permit and certificate of conformity

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.

After satisfactory inspection results and the submission of a certificate of electrical inspection from an approved third party electrical inspection agency a certificate of conformity will be issued.

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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 the Planning Board (minor site plan approval required for commercial properties). No review required for residential properties in RA and RB zoning districts.

❑ 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 , Westchester County and the State.

❑ 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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Application – *STEP 3*

1. Property Owner:

Property Owner's Name

Property Address

Section | Block | Lot Number

2. Existing Use:

Telephone # | Cell #

❑ Single Family ❑ 2-4 Family ❑ Commercial ❑ Other
(Note: Commercial systems require site plan approval from Planning Board)

Owner Email

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 (Office)

License Number(s) (Westchester County License number) | Business Email

Cell #

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

Equipment Web Links	

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 _____

Below for Village use only:

Fee: $_____ Application#_____
Fee Paid (date): _____ Received by: _____
Account check: _____ Date: _____
Approved _____ Disapproved _____ Permit #_____
Village Engineer signature:_____ Date: _____

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