

## 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 Village of Fayetteville. All applicants must submit:

#### 1. Unified Solar Permit for Small-Scale Solar Electric Systems Eligibility Checklist – PART B.

##### 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 applicable New York State Uniform Fire Prevention and Building Code and adopted National Electrical Code (NFPA 70).
- One-Line or 3-Line Electrical Diagram.
- Specification Sheets for all manufactured components.
- 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. Other Submittals

- 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.
- Provide a copy of the interconnection agreement with National Grid.
- Provide a copy of the system's full 5 year transferable warranty.
- Provide a copy of the system's Output and System's Loss Analysis.

#### 4. Unified Solar Permit for Small-Scale Solar Electric Systems Application – PART C

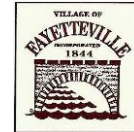
##### 5. Permit Fee Amount \$100.00

##### 6. 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](http://ny-sun.ny.gov) for more information on the NY-Sun initiative.



Codes Enforcement Officer  
Ph: (315) 637-9864, Ext. 130  
Fax: (315) 637-0106

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Date Electrical Inspection: \_\_\_\_\_

Date Certificate of Completion: \_\_\_\_\_





## 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 New York State Uniform Fire Prevention and Building Code and the adopted National Electric Code (NFPA 70).
- Yes  No 6. The Solar Installation Contractor complies with all licensing and other requirements of the Village of Fayetteville and New York State.
- Yes  No 7. The proposed equipment is permitted by Code and equipment meets all relevant certification standards.
- Yes  No 8. The solar electric system and all components will be installed per the manufacturer's specifications.
- Yes  No 9. The project will comply with adopted National Electrical Code (NFPA 70) requirements.
- Yes  No 10. The roof has no more than a single layer of roof covering (in addition to the solar equipment).
- Yes  No 11. 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 12. 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 PA 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 Number \_\_\_\_\_

### 2. Existing Use:

Single Family  2-4 Family  Commercial  Other \_\_\_\_\_

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

Solar Electric System: \_\_\_\_\_ kW-DC

### 4. Solar Installation Contractor and Electrician:

Installer Business Name \_\_\_\_\_

Installer Business Address \_\_\_\_\_

Installer Contact Name \_\_\_\_\_ Installer Phone Number \_\_\_\_\_

Installer License Number(s) \_\_\_\_\_ Installer Email \_\_\_\_\_

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., flashing, caulk).

\_\_\_\_\_

### 7. Is the mounting structure an engineered product designed to mount solar electric modules? Yes No

If no, provide details of structural attachment in a letter certified by a design professional.

*continued >*

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**Application – Part C (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 Solar Electric 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 Solar Electric Modules (square feet) \_\_\_\_\_ ft<sup>2</sup>
- h. Distributed Weight of Solar Electric Module on Roof (c ÷ g) \_\_\_\_\_ lbs./ft<sup>2</sup>

**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. The below signed Property Owner and Contractor agrees to allow the Codes Enforcement Officer or is designated Building Official to inspect the sufficiency of the work being done pursuant to this Unified Solar permit Application; comply with all applicable laws, ordinances and regulations; confirms that all statements contained in this Application are true to the best of his/her knowledge and belief; and agrees that the work will be performed in the manner set forth in the Application and in the plans and specifications filed herewith.

Property Owner's Signature	Date
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Sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ Notary Public \_\_\_\_\_

Solar Installation Contractor Signature	Date
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Sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ Notary Public \_\_\_\_\_

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