Print Form

# TOWN OF SMITHTOWN

## OFFICE OF THE BUILDING DEPARTMENT

JOHN BONGINO
TOWN OF SMITHTOWN BUILDING DIRECTOR
TEL. No. (631) 360-7525 FAX No. (631) 360-7639

***Supervisor***
Patrick R. Vecchio
**Town Council**
Thomas J. McCarthy
Edward R.Wehrheim
Robert J. Creighton
Kevin J. Malloy

# SOLAR PANELS

## RESIDENTIAL

- Two (2) original signed and ***notarized applications***– see ***Solar Energy System Fast Track Permit Application Requirements Checklist*** (*page 3*)
- One (1) copy of Tax Bill *(and a copy of "contract of sale" if you are not listed as owner)*
- Contractors' insurance (all) Workers' Compensation & Disability with valid expiration dates
- Fee – cash or check to the Town of Smithtown – check current fee schedule
- **Submit this page with application**

**(To be filled in by Building Department)**

**Application/Permit # _____ Date _____**

**SCTM _____ Zoning District _____**

**Receipt # _____**

**Plan Approved by _____Date _____**

**Permit Issued _____ Permit Expires _____**

***To receive a Certificate of Compliance you must also submit the following:***

1. Letter of Certification

   - **Residential Installation** – Notarized letter on Company letterhead stating that the solar panels have been installed to manufacturer's specifications and all applicable New York State Building Codes

2. Electric Certificate from an approved Agency
3. Final construction approval

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## Long Island Unified Solar Permit Initiative

## *Solar Energy System Fast Track Permit Application*

## Requirements for Application Submittal

**FEE $50 for Installation of solar energy systems that qualify as a "standard installation" (under § 112-1-3.C)**

Before approval and issuance of permits(s) for a grid-tied Photovoltaic system (PV) or Residential Solar Hot Water system (RSHW), the applicant shall submit:

### 1. Solar Energy System Fast Track Permit Application Requirements Checklist

### 2. Three (3) sets of plans which include:

- Cover sheet must include the following: (a) Project address, map, section, block and lot # of the property; (b) Owner's name, address, phone number, (c) Name, address and phone number of the person preparing the plans:
- Sheet index indication each sheet title and number;
- Legend for symbols, abbreviations and notations used in the drawings;
- Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better) as follows:
    - **Roof Diagram** depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria
    - **Equipment Location Diagram** indicating the location(s) of the (1) modules or collectors; (2) main electrical service: (3) inverter(s); (4) the location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect); (5) any interior equipment locations
    - **One line standard electrical diagram**
- Property Survey (only if system is proposed for an accessory structure)

### 3. Solar Energy System Fast Track Permit Application Information Sheet

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## Solar Energy System Fast Track Permit Application Requirements Checklist

This form may be used for planned Photovoltaic (PV) & Residential Solar Hot Water Panel (RSHW) installations that meet the following criteria (check one for each criterion):

☐Yes ☐No Solar installation is not subject to review by an Architectural or Historical Review Board.

☐Yes ☐No Solar installation is to be mounted on a permitted roof structure of a residential building or on a legal accessory structure. If on a legal accessory structure, a survey showing said structure is attached.

☐Yes ☐No The roof will have no more than a single layer of roof covering in addition to the solar equipment. *(At its discretion, a municipality may waive this requirement).*

☐Yes ☐No Installation will be flush-mounted, parallel to and no more than 6" above the roof surface.

☐Yes ☐No An 18" wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18" wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to the 18" roof ridge clearing.

☐Yes ☐No Weight of the installed system will not exceed more that 5 lbs. Per square foot for photovoltaic and no more than 6 lbs. Per square foot for residential solar hot water.

☐Yes ☐No The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the LIPA website.

☐Yes ☐No The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type-tested certified interconnection equipment.

☐Yes ☐No PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.

☐Yes ☐No The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems.

☐Yes ☐No The mounting system has been approved for use in New York State by a licensed professional engineer or registered architect

_____ _____
Property Owner's Signature Date

_____ _____
Solar Installation Contractor Signature Date

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### Solar Energy System Fast Track Permit Application Information Sheet

1. Property address: _____
2. Is this ☐ a grid-tied photovoltaic (PV) OR ☐ A Residential Solar Hot Water (RSHW) system? (check one)
3. Provide the total system capacity rating (sum of all panels)

   PV System: _____DC kilowatts
   RSHW System: ___ square foot gross area; _____kBTU/day (Clear C) per SRCC OG-100 label(s)

4. Solar Installation Contractor:

   Business Name & Address _____

   Contact Name _____

   Phone Number _____

   License Number(s) _____

5. What is the existing roofing material? _____
6. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system.
7. Provide an installation manual (or the internet address of a web-based version) for the mounting system.
8. Indicate type, brand and model size and weight including manufacture's specification sheet of the:

Mounting System: _____

Make _____Model _____Mounting Method _____

Inverters: _____

Quantity _____ Make _____Model_____

Modules:_____

Quanity_____Make_____Model_____

_____
Property Owner's Signature **(notarized)**

Sworn to me this ____day of _____20___

_____

_____
Solar Installation Contractor Signature

Notary stamp