## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS

# Village of Saltaire Unified Solar Permit

## SUBJECT ADDRESS (WHERE INSTALLATION WILL OCCUR)

_____ _ _ _ _

# / Street City State Zip

## EXISTING USE

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

## PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Total System: _____ kW DC Per Panel: _____ kW DC

Total Cost of Construction (Used to determine application fee https://www.saltaire.org/feeschedule.pdf) $_____

Will this system be owned or leased? ☐ Owned ☐ Leased - If leased, number of years _____

## SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application:

| | | |
|---|---|---|
| ☐ New | ☐ Supply side connection with microinverters | ☐ Load side connection with microinverters |
| ☐ Revision/Add-on | ☐ Supply side connection with DC optimizers | ☐ Load side connection with DC optimizers |
| ☐ Energy Storage System | ☐ Supply side connection with string inverter | ☐ Load side connection with string inverter |

## PROPERTY OWNER

First Name Last Name Email Phone

Mailing Address - # Street City State Zip Phone

## SOLAR INSTALLATION CONRACTOR

Business Name Contact Name Email (Required) Phone

Business Address- # Street City State Zip Phone

Contractor License Number(s)

Please sign below to affirm that all answers are correct and that you meet all the conditions and requirements for a Unified Solar Permit.

**PROPERTY OWNER:**

PRINT NAME

SIGNATURE

**SWORN TO ME THIS**

_____ DAY OF _____ , 20 _____

NOTARY PUBLIC

**NOTARY STAMP**

**SOLAR INSTALLATION CO.:**

PRINT NAME

SIGNATURE

**SWORN TO ME THIS**

_____ DAY OF _____ , 20 _____

NOTARY PUBLIC

**NOTARY STAMP**

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## SUBMITTAL REQUIREMENTS

Two sets of the following documents must be included with the initial submission:

1. Construction Documents – Construction Documents must comply with the NYS Uniform Code (NYSRC or NYSBC, and NYSFC) in effect at the time of application; the codes used must be referenced on the plans. Plans must be stamped and signed by a NYS Registered Design Professional.
   Should the applicant wish to submit Construction Documents in another format, the submittal must include:
   - From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
   - Sizing and location of the EGC (equipment grounding conductor).
   - Sizing and location of GEC (grounding electrode conductor), if applicable.
   - Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
   - Interconnection type/location (supply side or load side connection)
   - For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
   - Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
   - Rapid shutdown device location/method and relevant labeling.
2. For Roof Mounted Systems – The roof plan must show the roof layout, solar PV panels and the following:
   - Proposed location of roof access point and access pathways
   - Solar PV system fire classification
   - Labeling and location of labels
   - Type of roof covering and the number of roof coverings installed
   - Type of roof framing, size of members, and spacing.
   - Weight of panels, support locations, and method of attachment.
   - Framing plan and details for any work necessary to strengthen the existing roof structure.
   - Structural calculations for the roof(s) supporting the new solar installation.
5. For Ground Mounted Systems - A site plan or accurate survey showing the length and location of trenches, setbacks and screening. Anchorage and uplift attachments must also be shown.
6. For Energy Storage Systems – Manufacturer specification sheets are required for all energy storage systems equipment. Floor plans showing equipment placement are also required to ensure compliance with the NYS Uniform Code in effect at the time of submission (NYSRC or NYSBC, and NYSFC).

## INSPECTIONS / CERTIFICATE OF OCCUPANCY

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted. On-site inspections can be scheduled by contacting the Building Dept at 631-583-5566 Inspection requests are typically scheduled within a five-day window.

The following is required prior to scheduling the final inspection:

1. Stamped as-built drawings and equipment specifications must be provided if the equipment and/or installation is different than as shown on the approved plans.
2. An Electrical Certificate or PE Certification must be submitted.
3. Array conductors and components must be installed in a neat manner
4. Appropriate signs are installed and displayed, including the following:
   - Sign identifying PV power source system attributes at DC disconnect
   - Sign identifying AC point of connection

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding the permit process, contact:

- Building Department at Mario@saltaire.org AND Meagan@saltaire.org