PERMIT APPLICATION

NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

☐ Yes ☐ No 1. Has a rated DC capacity of 25 kW or less.

☐ Yes ☐ No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)

☐ Yes ☐ No 3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)

☐ Yes ☐ No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.

☐ Yes ☐ No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.

☐ Yes ☐ No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: https://www.victorny.org/ or obtained in person at the Town of Victor Planning & Building Dept., 8:30 a.m. to 4:00 p.m., Monday through Friday.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of $50.00 payable by cash, check (payable to the Town of Victor) or credit card (transaction fee may apply).
- Required Construction Documents (page 3 – Submittal Requirements) for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to codes@town-victor-ny.us or in person at the Town of Victor Planning & Building Dept., 85 East Main St, Victor, NY, 8:30 a.m. to 4:00 p.m., Monday through Friday.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 14 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to codes@town-victor-ny.us or in person at the Town of Victor Planning & Building Dept., 85 East Main Street, Victor NY, 14564, during business hours, 8:30 a.m. to 4:00 p.m., Monday through Friday. Our phone contact is (585) 742-5035.

PROPERTY OWNER

Property Owner's First Name | Last Name | Title

Property Address

City | State | Zip

Section | Block | Lot Number

EXISTING USE

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

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

Solar PV System: _____ kW DC

SELECT SYSTEM CONFIGURATION

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

☐ Supply side connection with microinverters
☐ Supply side connection with DC optimizers
☐ Supply side connection with string inverter
☐ Load side connection with DC optimizers
☐ Load side connection with microinverters
☐ Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address | City | State | Zip

Contractor Contact Name | Phone Number

Contractor License Number(s) | Contractor Email

Electrician Business Name

Electrician Business Address | City | State | Zip

Electrician Contact Name | Phone Number

Electrician License Number(s) | Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature | Date

Solar Installation Company Representative Signature | Date

SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

a) Unified Solar Permit

b) Planning Board approval and/or a ZBA variance as may be required.

c) Special use permits and/or site plan approval as may be necessary (systems capacity >25kw and/or generating more than 110% of the kilowatt-hours of electricity consumed over a 12-month period by land use(s) existing on the lot or parcel). Refer to Town Code § 103-6, 103-7 & 211-9.

Fire Department approval is not typically required for solar PV installations of this size, but all FD access and safety concerns shall be address.

SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at https://www.victorny.org/

b) Construction Documents, with listed attachments [samples are available in Understanding Solar PV Permitting and Inspecting in New York State https://www.nyserda.ny.gov/-/media/Migrated/NYSun/files/solar-guidebook.ashx].

c) Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Town of Victor, New York, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- 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.

d) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

e) Provide construction drawings with the following information:

- The type of roof covering, and the number (layers) 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.
- Site-specific structural calculations.

f) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

PLAN REVIEW

Permit applications can be submitted to the Town of Victor Planning & Building Dept. in person at 85 East Main Street, Victor NY 14564 or electronically through: codes@town-victor-ny.us .

FEES

A $50.00 permit fee will be collected when the permit is issued. Separate fees for Planning Board and/or Zoning Board reviews will apply if required.

INSPECTIONS

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected, and a Certificate of Compliance issued for the solar PV system. On-site inspections can be scheduled by contacting the Planning & Building Dept. by telephone at (585) 742-5035. or electronically at codes@town-victor-ny.us . Inspection requests received within business hours are typically scheduled for the next business day. Same day inspections are not accepted. If next business day is not available, inspection should happen within a five-day window. A passing, final electrical inspection should be obtained by the applicant before scheduling a Certificate of Compliance inspection through our office. Acceptable third-party electrical inspection agencies are:

- Middle Department Inspection Agency (585) 454-5191
- Commonwealth Electric (585) 624-2380
- New York Electrical Inspection Agency (585) 436-4460

The applicant must contact the Planning & Building Dept. when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including;
  - Example of array attachment point and flashing/sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method/device.
  - Module and microinverter/DC optimizer nameplates.
  - Microinverter/DC optimizer attachment.

A standardized inspection checklist can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: https://www.nyserda.ny.gov/-/media/Migrated/NYSun/files/solar-guidebook.ashx

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Fire department roof access is maintained in accordance with the current version of the IFC of New York.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect.
  - Sign identifying AC point of connection.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at https://www.victorny.org/105/Planning-Building or contact the Planning & Building Department at (585) 742-5035 or at codes@town-victor-ny.us .