

TOWN OF LOWVILLE
Code Enforcement Department
5533 Bostwick Street, Lowville, New York 13367
(315) 376-8070 ext 233

APPLICATION FOR A SOLAR PERMIT

A combined building and electrical permit for a grid-tied solar electrical system will be issued pending proper completion of forms, submission of approved plans and approval by the Code Enforcement Officer.

Submission must include: 3 sets of plans that include:

- a. 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, and;
- b. One-line or three-line electrical diagram, and;
- c. Specification sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the Code Enforcement Officer, and;
- d. All diagrams and plans must be prepared by a PE or TA as required by New York State law and include the following: (a) Project address, section, block and lot number of property; (b) Owner's name, address and telephone number; (c) Name, address and telephone number of the person preparing the plans; and (d) system capacity in kW-DC.
- e. Permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The Code Enforcement Office 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.
- f. **Proof of worker's compensation for the installer, electrician and all other contractors must be submitted PRIOR to the application being deemed complete.**

I. **OWNER**

Applicant Name _____

Address _____

Telephone _____

Property Owner (if not applicant) _____

Address _____

Telephone _____

Parcel Number _____

Total Cost of Project: _____

II. **EXISTING USE:**
 Single Family 2-4 Family Commercial
 Other: _____

III. **PROVIDE THE TOTAL SYSTEM CAPACITY RATING (Sum of all panels)**
Solar Electric System: _____ kW-DC

IV. **SOLAR INSTALLATION CONTRACTOR AND ELECTRICIAN:**
Installer Business Name _____
Installer Business Address _____
Installer Contact Name and Phone Number _____

Installer License Number(s) _____
Electrician Business Name _____
Electrician Contact Name and Phone Number _____

Electrician License Number _____
Electrical Inspection Agency _____

V. **WHAT IS THE EXISTING ROOFING MATERIAL?**

VI. **PROVIDE METHOD AND TYPE OF WEATHER PROOFING FOR ROOF PENETRATIONS (i.e., flashing, caulk, etc.)**

VII. **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.

VIII. 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) _____ ft²
- h. Distributed Weight of Solar Electric Modules on Roof (c ÷ g) _____ lbs./ft²

IX. INDICATE QUANTITY, BRAND, MADE AND MODEL OF THE:

Inverters:

Quantity _____ Make _____
Model _____

Modules:

Quantity _____ Make _____
Model _____

Permit Fee \$ _____

Plan Review Fee + Alteration Fee

Plan Review Residential New Construction/Alteration	\$100.00
Residential Alterations	
Up to \$5,000.00	\$40.00
For each \$3,000 over the first \$5,000	\$8.00

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Authorize Agent

Date

I, the undersigned, Building Inspector do hereby recommend that the application be (approved) (denied). (If the Building Inspector recommends denial of the building permit application, then his reasons are to be attached to the application.)

Date

Code Enforcement Official