TOWN OF SMITHTOWN

OFFICE OF THE BUILDING DEPARTMENT
WILLIAM W. WHITE
TOWN OF SMITHTOWN BUILDING DIRECTOR
TEL. No. (631) 360-7525 FAX No. (631) 360-7639

RESIDENTIAL SOLAR PANELS

Property Owner's Name_____ Phone No._____

Address _____

Solar Panel Company _____

Electrician (Business Name) _____

- Two (2) original signed and ***notarized applications***– see ***Solar Energy System Fast Track Permit Application Requirements Checklist*** (*page 3*)
- ***If new owner***, proof of ownership – example deed, contract of sale, etc.
- Contractors' and Electrician's Suffolk County license and insurance (Workers' Compensation & Disability) with valid expiration dates if not current and on file
- 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 _____

S.C.T.M _____ Zoning District _____

Receipt # _____

Plan Approved by _____ Date _____

Permit Issued _____ Permit Expires _____

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

1. **Notarized Letter of Certification**
   - On **"Company Letterhead"** reference building permit number and property owner's name and address. Must state 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

4. Assessor's Certificate

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Long Island Unified Solar Permit Initiative

Solar Energy System Fast Track Permit Application

Requirements for Application Submittal

Current fee due 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: check current fee schedule

- 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

*See 2016 NYS Uniform Code Supplement Section R324.7 for required access and pathway spacing requirements

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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 PSEG 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/Applicant's Signature Date

_____ _____
Solar Installation Contractor Signature Date

*See 2016 NYS Uniform Code Supplement Section R324.7 for required access and pathway spacing requirements

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SOLAR ENERGY SYSTEM FAST TRACK PERMIT APPLICATION

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/Applicant's Signature **(notarized)**

Sworn to me this ____day of _____20___

_____

_____
Solar Installation Contractor Signature

Notary stamp

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2016 NYS Uniform Code Supplement

R324.7 Access and pathways. Roof access, pathways and spacing requirements for solar photovoltaic systems shall be provided in accordance with Sections R324.7.1 through R324.7.6.
Exceptions:
1. Roof access, pathways and spacing requirements need not be provided where an alternative ventilation method has been provided, or where vertical ventilation techniques will not be employed.
2. Detached garages and accessory structures.

R324.7.1 Size of solar photovoltaic array. Each photovoltaic array shall not exceed 150 feet (45 720 mm) in any direction.

R324.7.2 Roof access points. Roof access points shall be located:
1. In areas that establish access pathways which are independent of each other and as remote from each other as practicable so as to provide escape routes from all points along the roof;
2. In areas that do not require the placement of ground ladders over openings such as windows or doors or areas that may cause congestion or create other hazards;
3. At strong points of building construction, such as corners, pilasters, hips, and valleys, and other areas capable of supporting the live load from emergency responders;
4. Where the roof access point does not conflict with overhead obstructions such as tree limbs, wires or signs;
5. Where the roof access point does not conflict with ground obstructions such as decks, fences, or landscaping; and
6. In areas that minimize roof tripping hazards such as vents, skylights, satellite dishes, antennas, or conduit runs.

R324.7.3 Ground access areas. Ground access areas shall be located directly beneath access roofs and roof access points. The minimum width of the ground access area shall be the full width of the access roof or roof access point, measured at the eave. The minimum depth shall allow for the safe placement of ground ladders for gaining entry to the access roof.

R324.7.4 Single ridge roofs. Panels, modules, or arrays installed on roofs with a single ridge shall be located in a manner that provides two, 36 inches wide (914 mm) access pathways extending from the roof access point to the ridge. Access pathways on opposing roof slopes shall not be located along the same plane as the truss, rafter, or other such framing system that supports the pathway.
Exceptions:
1. Roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.
2. Structures where an access roof fronts a street, driveway, or other area readily accessible to emergency responders.
3. One access pathway shall be required when a roof slope containing panels, modules or arrays is located not more than 24 inches (610 mm) vertically from an adjoining roof which contains an access roof.

R324.7.5 Hip roofs. Panels, modules, and arrays installed on dwellings with hip roofs shall be located in a manner that provides a clear access pathway not less than 36 inches wide (914 mm), extending from the roof access point to the ridge or peak, on each roof slope where panels, modules, or arrays are located.
Exceptions:
1. Roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.
2. Structures where an access roof fronts a street, driveway, or other area readily accessible to emergency responders.

R324.7.6 Roofs with valleys. Panels and modules shall not be located less than 18 inches (457 mm) from a valley.
Exception: Roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.