

RESIDENTIAL AND COMMERCIAL PERMIT APPLICATION

For PV Solar and/or Battery System

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) **and/or battery** 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.

TOWN OF NEW PALTZ

APPLICATION FEE \$50.00
ROOF MOUNTED **ONLY PERMIT FEE \$100.00**
GROUND MOUNTED **ONLY PERMIT FEE \$125.00**
TYPE 1 BATTERY ONLY FEE \$150.00

Date Received:

Application Number:

Date Approved:

Signature:

OFFICE USE ONLY – DO NOT WRITE ABOVE THIS LINE

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.
- Yes No 7. If a battery will be installed, will it have an aggregate capacity less than or equal to 600kWh

For solar PV systems **or battery** not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar **and/or Battery** Permit and must submit conventional permit applications. Permit applications may be downloaded here:

<http://www.townofnewpaltz.org/building> or obtained in person at 52 Clearwater Road, New Paltz, NY 12561 during business hours 9 AM – 4 PM M-F.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the PV Solar **and/or Battery** Permitting package. **Projects not meeting the criteria will use the Site Plan Special Use Application**, <https://www.townofnewpaltz.org/sites/g/files/vyhliif3541f/uploads/2020siteplanapplication.pdf>

- This application form, with all fields completed and bearing relevant signatures.
- Application fee of ~~\$25.00~~ **\$50.00** due at time of application submittal, payable by Cash, Credit Card or Checks made payable to the Town of New Paltz.
- Permit Fee Schedule: Payable at time permit issued; Roof Mounted Array only \$100.00, Roof Mounted Array with Battery ~~\$75.00~~ **\$250.00**; Ground Mounted Array only \$125.00, Ground Mounted with Battery \$275.00, **Battery only \$150.00**
- Required Construction Documents for the ~~solar PV~~ system type being installed, including required attachments.

Completed permit applications can be submitted in person at the Town of New Paltz Building Department, 52 Clearwater Road, New Paltz, NY 12561 during business hours as indicted above or by Mail with application fee of

~~\$50.00~~ ~~\$25.00~~ to the Town of New Paltz Building Department, PO Box 550, New Paltz, NY 12561.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 10 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 5 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Town of New Paltz Building Inspector 845-255-0102.

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 SCOPE AND TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS AND/OR BATTERIES)

Scope Is (Select One): Solar PV plus Battery Battery for existing Solar PV Solar PV Only Battery Only

Solar PV System: _____ kW DC Battery Capacity Rating: _____ kWh Power Rating: _____ kW (Select One) AC DC

SELECT PV SYSTEM CONFIGURATION

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

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

SELECT BATTERY CONFIGURATION, TYPE, AND INSTALLATION

AC Coupled DC Coupled Standalone

Lithium-ion, all types Lead-acid, all types Nickel-cadmium (Ni-Cd) Flow batteries Other: _____

Indoor Outdoor Attached/Detached/Open Garage Rooftop Dedicated Use Building

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 participate in this unified process.

Property Owner's Signature

Date

Battery Energy Storage System Company Representative Signature

Date

SUBMITTAL REQUIREMENTS FOR SOLAR PV 25KW OR LESS AND UP TO 600KWh BATTERY

PV Solar and/or Battery Permit

This information bulletin is published to guide applicants through the unified solar PV and/or battery permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller and/or Battery of less than or equal to 600KWh. 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 and/or Battery of less than or equal to 600KWh:

- a) Unified Solar and/or Battery Permit/Building Permit.
- b) Planning review IS eligible for a waiver for solar PV and/or battery installations of this size.
- c) Fire Department approval IS NOT required for solar PV and/or battery installations of this size.

SUBMITTAL REQUIREMENTS

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

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar and/or Battery Permitting process. This permit application form can be downloaded at <http://www.townofnewpaltz.org/building>.
- b) Construction Documents, with listed attachments SAMPLES ARE AVAILABLE IN Understanding Solar PV Permitting and Inspecting in New York State AT <https://www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments>. **Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.**

The Town of New Paltz, through adopting the Unified Solar and/or Battery 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, battery (if installing), Transfer switch 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.

c) (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.

d) Provide construction drawings with the following information:

- The 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.
- Site-specific structural calculations.

e) 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.

Battery Site Plan and Floor Plan Requirements

All battery energy storage systems, all dedicated use buildings, and all other buildings or structures that (1) contain or are otherwise associated with a battery energy storage system and (2) subject to the NYS Uniform Fire Prevention and Building Code (Uniform Code) and/or the NYS Energy Conservation Construction Code (Energy Code) shall be designed, erected, and installed in accordance with all applicable provisions of the Uniform Code, all applicable provisions of the Energy Code, and all applicable provisions of the codes, regulations, and industry standards as referenced in the Uniform Code, the Energy Code, and the New Paltz Code.

a) Include a legend or key for the site and floor plan with equipment symbols. The site plan shall include:

- The location of the structure and the location where the system is to be installed.
- Show conduit/cable routing of battery energy storage system.
- Include underground trench detail, if applicable.
- Show overhead runs, if applicable.
- Show method and location of required ventilation equipment (if required) for indoor installations.

b) Identify the total number of batteries.

c) The floor plan shall include:

- New equipment for the battery energy storage system.
- Existing equipment for interconnection.
- Show required working clearances for all existing/new electrical equipment.
- Show whether the equipment is to be installed indoors or outdoors.
- Show method and location of requirement ventilation equipment (if required) for indoor installations.
- Show method of protection from physical damage for the battery energy storage system.
- Show means of access to battery energy storage system.
- Denote whether conductors are routed indoors or outdoors.

f) Provide an elevation drawing of the system equipment and specify elevation in relation to flood plains.

- If the building is in a flood zone, it shall be above base flood elevation.

g) All battery energy storage systems must be designed and installed in accordance with all applicable provisions of the New York State Uniform Code. Provide documentation on how this system will meet these requirements.

- Most one-to-two family residential systems will be subject to Section R327 (Energy Storage Systems) of the International Residential Code, as amended by the New York State Uniform Code. All other systems are subject to Section 608 (Energy Storage Systems) of the International Fire Code, as amended by the New York State Uniform Code.

PLAN REVIEW

Permit applications can be submitted to the Town of New Paltz Building Department in person at 52 Clearwater Road, New Paltz, NY 12561 or by mail with a \$50.00 application fee to Town of New Paltz Building Department, PO Box 550, New Paltz, NY 12561.

FEES

- Application fee:
\$50.00 due at time of application submittal, payable by Cash, Credit Card or Checks made payable to the Town of New Paltz.
- Permit Fee: Payable at time permit is issued;
Roof Mounted Array only \$100.00 or Roof Mounted Array with Battery \$250.00
Ground Mounted Array only \$125.00 or Ground Mounted Array with Battery \$275.00
Battery only \$150.00

INSPECTIONS

Once all permits to construct the solar PV **and/or battery** installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV **and/or battery** system. On-site inspections can be scheduled by contacting the Building Department by telephone at 845-255-0102.

Inspection requests received within 8 business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. All installations are required to have electrical inspections by a Town of New Paltz Approved Electrical Inspector as attached. Certificate of Compliance will not be issued until electrical certificate is received.

In order to receive final approval, the following inspections are required:

Rough Electrical Inspection (by approved inspector)

Final Electrical Inspection (by same approved inspector)

Final inspection upon completion

ROUGH INSPECTION- During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify a Town approved electrical inspector before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector.

The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

FINAL ELECTRICAL INSPECTION- The applicant must contact the SAME Town approved electrical inspector when ready for a final ELECTRICAL inspection.

FINAL INSPECTION- The applicant must contact the TOWN OF NEW PALTZ BUILDING DEPARTMENT AT 845-255-0102.

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 submit, prior to a final inspection so they are 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.

The Town of New Paltz has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: <https://www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments>

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.
- 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 properly 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.

UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process: Standard Application which can be downloaded from <http://www.townofnewpaltz.org/building>

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at <http://www.townofnewpaltz.org/building> or contact the Town of New Paltz Building Department at 845-255-0102.

