

## PERMIT APPLICATION INSTRUCTIONS

# 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 the application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). (Criteria are on application)

For solar PV systems not meeting the eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: [www.villageofnewark.com](http://www.villageofnewark.com) or obtained in person 100 East Miller Street – Third Floor, Newark, New York 14513 during business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday.

### SUBMITTAL INSTRUCTIONS

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

- The application form, with all fields completed and bearing relevant signatures.
- Permitting fee of \$ 75.00, payable by cash or check payable to the Village of Newark.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically online at [www.villageofnewark.com](http://www.villageofnewark.com) , by e-mail to [mbouwens@villageofnewark.com](mailto:mbouwens@villageofnewark.com) or in person at 100 East Miller Street – Third Floor during business hours from 8:00 a.m. to 5:00 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 7 calendar days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to Village of Newark Code Enforcement Department (315)-331-4770, ext. 107.

## 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) Electrical inspection

Planning review is not required for solar PV installations of this size.

Fire Department approval is required for solar PV installations of this size.

## 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 [www.villageofnewark.com](http://www.villageofnewark.com).
- b) Construction Documents, with listed attachments samples are available in Understanding Solar PV Permitting and Inspecting in New York State at [www.villageofnewark.com](http://www.villageofnewark.com). Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Newark, 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.
- 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.

## PLAN REVIEW

Permit applications can be submitted to the Village of Newark Code Enforcement Department in person at 100 East Miller Street – Third Floor, Newark, New York 14513 during business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday and electronically online at [www.villageofnewark.com](http://www.villageofnewark.com) or by email to [mbouwens@villageofnewark.com](mailto:mbouwens@villageofnewark.com)

## FEES

There is a \$75.00 Fee for the Solar Permit application.

## INSPECTIONS

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 for the solar PV system. On-site inspections can be scheduled by contacting the Village of Newark Code Enforcement Department by telephone at (315)-331-4770, ext. 107 or electronically at [mbouwens@villageofnewark.com](mailto:mbouwens@villageofnewark.com), or online.

Inspection requests received within 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.

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

**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 the Village of Newark Code Enforcement Department at (315)-331-4770, ext. 106 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 INSPECTION:** The applicant must contact the Village of Newark Code Enforcement Department at (315)-331-4770, ext. 106 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.

The Village of Newark 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: [www.villageofnewark.com](http://www.villageofnewark.com).

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 [www.villageofnewark.com](http://www.villageofnewark.com).
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide [www.villageofnewark.com](http://www.villageofnewark.com).

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at [www.villageofnewark.com](http://www.villageofnewark.com) or contact Village of Newark Code Enforcement Department at (315)-331-4770, ext. 107.

### **TO OBTAIN A PERMIT THE FOLLOWING ARE REQUIRED:**

Certificate of liability, disability and Workmen's compensation insurance. Please list Village of Newark, 100 E. Miller St, Newark, NY 14513 as Certificate Holder or Additionally Insured. If Workmen's Compensation is not required, a waiver must be filed Form WC/DB-100 (7-04).

Plans must comply with New York State Uniform Fire Prevention and Building Codes and Chapter 62 and Chapter 170 of the Village of Newark Code. Application may be made to the Zoning Board of Appeals for a variance, if required, and the application fee is \$100.00.

Wayne County Planning Board referral is required for site plans within five hundred feet of the following: the boundary of any city, village or town; the boundary of any existing or proposed county or state park or any other county or state recreation area, the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; the existing or proposed boundary of any county or state-owned land on which the public building or institution is situated; or the boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law.

New York State Department of Transportation referral is required for projects within 500 ft. of State roads.

Third –party electrical inspection is required.

### **FEES AND CHARGES:**

Fees are per Village Board authorized fee schedule on file in the Building and Zoning Department.

Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.

### **INSPECTIONS:**

Schedule inspections at least two (2) days in advance. Call (315)-331-4770, Code Enforcement Official. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday, except legal holidays when the office is closed.

### **OTHER:**

- A. The applicant shall notify the Code Enforcement Official of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the New York State Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.

- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the New York State Uniform Fire Prevention and Building Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire twelve (12) months from the date of issuance, or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The Code Enforcement Official may, upon written request for good cause, allow successive extensions for periods not exceeding three (3) months each, provided that (1) The permit has not been revoked or suspended at the time the application for extension is made; (2) The relevant information in the application is up to date; (3) a renewal fee of \$ 30.00 is paid with the extension request.