



**TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING**

One Manittou Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing.....631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

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Building Permit Requirements – COMMERCIAL Solar Panel Requirements

Applications, forms and fee schedules are located at <https://islipny.gov/departments/planning-and-development/>.

THE 2020 NEW YORK STATE UNIFORM CODE WENT INTO EFFECT MAY 12, 2020

APPLICATION SUBMISSION REQUIREMENTS:

Applications can be submitted electronically, via mail or dropped off at the Permits Department; please visit our website for the current permit application submittal process. (If submitting electronically, disregard the number of hardcopies referenced below. When the application is ready for approval, the Permits Department will advise you how many hardcopies are needed.)

In order to apply for a building permit for solar panels on a commercial property, the following is required:

1. Building Permit Application – completed in its entirety.
2. Fee – A non-refundable fee is due at the time of application.
3. Building Permit Letter of Use – Letter of Intent Requirements Form – Use of the building *as it pertains to the NYS Uniform Code* must be provided. If the requested details on the form are not included, the application will be returned. If the current use of the building is not consistent with the CO, a
4. Survey – One (1) copy of an accurate survey, signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; and road improvements abutting the site. The survey must be drawn to scale and be less than one (1) year old. (Additional copies may be requested prior to permit issuance.)
5. Site Plan / Plot Plan – One (1) copy of an approved site plan (for ground mounted solar panels) or plot plan, signed and sealed by a NYS licensed and registered architect, engineer or surveyor are required. Plans must show the ground access points, and be a separate document (not embedded into the construction plans). (Additional copies may be requested prior to permit issuance.)
6. Manufacturer’s Specifications – One (1) of Manufacturer’s Specifications for solar units, including specifications on the solar collector, inverters and disconnects, a list of construction material, along with showing the testing agency listing and labeling. The factory must certify that the solar collectors have been designed for the appropriate New York State wind, snow and seismic zones. (Additional copies may be requested prior to permit issuance.)
7. Construction Documents – One (1) copy of the Construction Documents is required upon submission. (Additional copies may be requested prior to permit issuance.) Please make sure the plans comply with the following:
 - a. Plans must be signed and sealed by New York State licensed and registered design professional.
 - b. Plans must be marked “For Construction” (drawings marked “Preliminary” or “Not for construction” will not be accepted). Plans must be 24 x 36 and folded; if the plan sets are too large to fold, rolled sets will be accepted.
 - c. The plans must show the number of units and approximate placement/location on roof with a separate sheet showing “roof area”.

- d. Plans must show a single line electrical drawing indicating utility connections, inverters, disconnects, combiner box and grounding as per NEC 2017 article 290. Information about the installing electrical contractor must be provided.
 - e. Plans must show compliance with the 2020 NYSUC, 2020 NYSFC section 1204.
 - f. The roof structure shall be investigated and compliance shall be shown with 2020 NYSBC sections 1505.9, 1507.17, 1510.7, 1512.1, 1607.3.5 and 1613.3. Each code section shall be addressed on the plans and show the array load #/sf, each connection load in pounds and wind uplift loads.
 - g. If a frame is to be used to tilt a collector on a flat roof, provide all details of frame construction, loads and connections. The roof plan is to indicate how access is provided for maintenance.
 - h. Plans must certify the following:
 - i Geographic Design criteria for Town of Islip in conformance with the NY State Building Code is severe weathering, 130 mph wind zone, 20 pounds/square feet ground snow load and Seismic Design Category “B”.
 - ii The mounting brackets and hardware meet or exceed NY State Building Code requirements for the design criteria for the Town of Islip and respective wind pressures.
 - iii The actual in-field attachment to the roof will meet or exceed NY State Building Code requirements.
8. Soil Boring Report – The Code Enforcement Official will advise whether a soil boring report is required.
9. Warning Sign – Please contact the Town of Islip Fire Marshall’s office at (631) 224-5477 for warning sign type, wording and location.

APPLICATION REVIEW

Applications will be reviewed by various departments including Permits, Zoning, Plans Examiners, Engineering and Fire Marshal. During the course of review, additional approvals may be required such as:

1. Variances – The Building Division (Zoning Dept.) will advise you if the plans don’t comply with the Town of Islip Zoning Code. If you wish to request a variance, you will need to complete a Zoning Department Inquiry Form to request a denial letter. The denial letter will describe the relief you are seeking which you will then use to apply for a variance at the Zoning Board of Appeals (631-224-5489) which is located at 40 Nassau Avenue in Islip.
2. Wetlands Permit – If the property is in a wetlands area or flood zone, a Wetlands and Watercourses Permit will be required from the Planning Division (631-224-5450). During the course of their review, Planning will determine if NYSDEC approval is also required.

REQUIREMENTS PRIOR TO PERMIT ISSUANCE

1. Contractors Insurance Certificates:
 - a. NYS Workers Compensation Insurance – Town of Islip must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE-200.
 - b. NYS Disability Insurance – The Town of Islip must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.

ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.

REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

Upon permit issuance, a list of requirements due prior to Certificate of Occupancy will be provided to you including:

1. Inspections – Applicant is responsible for ensuring that their plumber (if applicable) and contractors schedule all required inspections with the Building and Engineering Divisions (please see the applicable Inspection Process handout).

2. Foundation As-Built Survey – For ground mounted solar panels, one (1) copy of a survey, signed and sealed by a NYS licensed surveyor, showing building foundation (or slab) as-constructed. “Foundation As-Built Survey” shall include exterior dimensions of foundation (or slab); distances from foundation (or slab) to property lines; and elevations (referencing NAVD 88) of the top of foundation (or slab). Review of this survey is required prior to commencement of framing.
3. Final Survey – One (1) copy of an accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of site work. “Final Survey” shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; road improvements abutting the site; size and location of any installed drainage structures; final site grading; elevations (referencing NAVD 88) of finished first floors, garage floors, drain inlets, driveways, retaining walls, and road improvements (curbing, pavement, sidewalks, drainage structures, etc.).
4. RDP Certification – Certification by a NYS licensed and registered design professional certifying the following:
 - a. The solar panel installation does meet or exceed NY State Codes as noted above.
 - b. That installation of solar panels, collectors and associated equipment has not affected the fire ratings of assemblies of fire rated buildings nor the integrity of the roofing materials.
5. Documentation – Provide all documentation as required by the inspectors, including concrete certification, if applicable.
6. Plumbing/HVAC Permit – A separate Plumbing and HVAC Permit is required for any plumbing and HVAC work. Permit requirements are listed on the plumbing application.
7. Electrical Certificate – Please refer to the list of Qualified Inspection Agencies on our website.