



# UNIFIED SOLAR PERMIT APPLICATION & REQUIREMENTS

Town of Islip - Building Division  
One Manitton Court, Islip, NY 11751  
631-224-5466

[buildingpermits@islipny.gov](mailto:buildingpermits@islipny.gov)

[www.islipny.gov](http://www.islipny.gov)

## FOR OFFICE USE ONLY

PLACE STICKER HERE

Filing Date: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Letter for Applicant:  Yes  No      As-built Survey Required:  Yes  No

Zoning Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Plans Examiner Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved to Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Special Conditions of Permit: \_\_\_\_\_

Filing Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ C/O Issued: \_\_\_\_\_

## PERMIT APPLICATION

# 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 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/approved, 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.

**For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit the conventional Building Permit Application which can be found on our website at [islipny.gov](http://islipny.gov).**

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria above, the documents listed in the Submittal Requirements on page 3 of this application will constitute the Unified Solar Permitting package.

Completed permit applications can be submitted via mail, or brought to the Town of Islip Building Department drop-box at One Manitton Court, Islip, NY between the hours of 8am-4pm, Monday-Friday (please check our website for holiday hours).

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 14 calendar days of receipt of a complete and accurate application. Applicant will be notified of any issues within 14 calendar days of receiving an incomplete or inaccurate application.

PLACE STICKER HERE

**SUBJECT ADDRESS (WHERE INSTALLATION WILL OCCUR)**

# / Street City State Zip Tax Map Number 0500 - - - - -

**EXISTING USE**

Single Family  2-4 Family  Commercial  Other \_\_\_\_\_

**PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)**

Total System: \_\_\_\_\_ kW DC Per Panel: \_\_\_\_\_ kW DC  
(Systems over 25KW must use standard Town of Islip Building Permit application.)

Will this system be owned or leased?  Owned  Leased - If leased, number of years \_\_\_\_\_

**SELECT SYSTEM CONFIGURATION**

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

- New  Supply side connection with microinverters  Load side connection with microinverters
- Revision/Add-on  Supply side connection with DC optimizers  Load side connection with DC optimizers
- Energy Storage System  Supply side connection with string inverter  Load side connection with string inverter

**PROPERTY OWNER**

\_\_\_\_\_  
 First Name Last Name Email (Required) Phone

\_\_\_\_\_  
 Mailing Address - # Street City State Zip Phone

**SOLAR INSTALLATION CONTRACTOR**

\_\_\_\_\_  
 Business Name Contact Name Email (Required) Phone

\_\_\_\_\_  
 Business Address - # Street City State Zip Phone

\_\_\_\_\_  
 Contractor License Number(s)

Please sign below to affirm that all answers are correct and that you meet all the conditions and requirements for a Unified Solar Permit.

**PROPERTY OWNER:**

**SWORN TO ME THIS**  
DAY OF \_\_\_\_\_, 20\_\_\_\_

**NOTARY STAMP**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC

**SOLAR INSTALLATION CO.:**

**SWORN TO ME THIS**  
DAY OF \_\_\_\_\_, 20\_\_\_\_

**NOTARY STAMP**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC



## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS

# NY State Unified Solar Permit

### SUBMITTAL REQUIREMENTS

Two sets of the following documents must be included with the initial submission:

1. Completed Unified Solar Permit Application – Pages 1 and 2 of this application must be completed in their entirety.
2. Permit Fee – \$200.00 (residential) or \$500.00 (commercial), payable in cash, credit card or check made payable to the Town of Islip. *Subject to change – refer to our website for the current fee schedule and payment methods.*
3. Construction Documents – Construction Documents must comply with the NYS Uniform Code (NYSRC or NYSBC, and NYSFC) in effect at the time of application; the codes used must be referenced on the plans. Plans must be stamped and signed by a NYS Registered Design Professional. The Town of Islip, 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 which can be found at [nyscrda.ny.gov/SolarGuidebook](http://nyscrda.ny.gov/SolarGuidebook).

Should the applicant wish to submit Construction Documents in another format, the submittal must include:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
  - Specification sheets for Modules (UL LISTED 1703), Inverters (UL Listed 1741) and Racking System.
  - 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.
4. For Roof Mounted Systems – The roof plan must show the roof layout, solar PV panels and the following:
    - Proposed location of roof access point and access pathways
    - Solar PV system fire classification
    - Labeling and location of labels
    - Type of roof covering and the number of roof coverings installed
    - If there is more than 1 layer of roofing, the RDP is to approximate the remaining life of the roofing. The homeowner must provide a signed, notarized statement as follows:  
“I hereby acknowledge the approximate \_\_\_\_ years of remaining life of the roofing shingles. I also acknowledge the Town of Islip recommends there be only a single layer of roofing under the solar panels.”
    - 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.
    - Structural calculations for the roof(s) supporting the new solar installation.
  5. For Ground Mounted Systems - A site plan or accurate survey showing the length and location of trenches, setbacks and screening. Anchorage and uplift attachments must also be shown.
  6. For Energy Storage Systems – Manufacturer specification sheets are required for all energy storage systems equipment. Floor plans showing equipment placement are also required to ensure compliance with the NYS Uniform Code in effect at the time of submission (NYSRC or NYSBC, and NYSFC).

## APPLICATION REVIEW PROCESS

Completed permit applications can be sent via mail, or brought to the Town of Islip Building Department drop-box at One Manitton Court, Islip, NY between 8am – 4pm, Monday – Friday (please check our website for holiday hours).

Applications will be reviewed by Building Zoning and Plans Examiner Departments. In addition to the Submittal Requirements listed above, the following paperwork must be submitted 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.*

## INSPECTIONS / CERTIFICATE OF OCCUPANCY

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. On-site inspections can be scheduled by contacting the Building Records Department at 631-224-5470. Inspection requests are typically scheduled within a five-day window.

The following is required prior to scheduling the final inspection:

1. As-built drawings and equipment specifications must be provided to the Records Department if the equipment and/or installation is different than as shown on the approved plans.
2. An Electrical Certificate or PE Certification must be submitted to the Records Department.
3. Array conductors and components must be installed in a neat and workman-like manner
4. Appropriate signs are installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect
  - Sign identifying AC point of connection

## UNIFIED SOLAR PERMITTING RESOURCES

The Town has adopted the following documents from the New York Unified Solar Permit process:

- Unified Solar Permit Application
- Unified Solar Permit Submittal Requirements
- Unified Solar Permit Field Inspection Checklist

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding the permit process, contact:

- Permits Department at [buildingpermits@islipny.gov](mailto:buildingpermits@islipny.gov) or 631-224-5466 (before permit issuance).
- Records Department at [recordsdepartment@islipny.gov](mailto:recordsdepartment@islipny.gov) or 631-224-5470 (after permit issuance and for inspections).