



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

One Manitton 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

**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 is required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) Electrical Certificate
- c) If ground mounted or commercial use, additional requirements may apply

Fire Department approval is not required for residential 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 Unified Solar Permit Application which includes confirmed eligibility for the Unified Solar Permitting process. This permit application can be downloaded at [islipny.gov](http://islipny.gov) or obtained in person in the Permits Dept.
- b) Construction Documents – Construction Documents (3 sets) must comply with the NYS Uniform Code and be stamped and signed by a NYS Registered Architect or NYS Licensed Professional Engineer. 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 [nyserda.ny.gov/SolarGuidebook](http://nyserda.ny.gov/SolarGuidebook). Should the applicant wish to submit Construction Documents in another format, the submittal must include 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) For Ground Mounted Systems - A site plan or accurate survey showing length and location of trenches, setbacks and screening.
- e) Construction drawings must contain 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.
- f) Documentation for Racking Systems - 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 Permits Department at One Manittan Court, Islip, NY 11751. Applications must be accompanied by all required documentation and the permit fee.

## FEES

Permitting fee of \$200.00 for residential installations or \$500.00 for commercial installations, payable in cash, or by check made payable to the Town of Islip. *Fees subject to change – refer to the Town of Islip website for the current fee schedule.*

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

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

1. Rough Inspection (if applicable) – The Building Department may waive the requirement for a rough inspection if, in the Building Department’s discretion, the nature of the project is such that a rough inspection by the Town is not necessary. However, the third party electrical contractor will need to perform a rough inspection. It is the responsibility of the applicant to notify the third party electrical contractor before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector. 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 contained in trenches or foundations that will be buried upon completion of the system
2. Building Division Inspection:
  - The applicant must contact the Records Department when ready to schedule a final inspection
  - Copies of as-built drawings and equipment specifications must be provided prior to or at the time of inspection if the installation / equipment is different than as shown on the approved plans
  - Array conductors and components must be installed in a neat and workman-like manner
  - 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
3. Certification / Field Inspection Checklist – A NYS Unified Solar Permit Field Inspection Checklist obtained from the Building Department must be completed and certified by the design professional or third party inspection agency.

## 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 this permit process, contact the Permits Department at 631-224-5466 (before permit issuance), or the Records Department at 631-224-5470 (after permit issuance).

