



NYS UNIFIED SOLAR PERMIT APPLICATION & REQUIREMENTS

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

<https://islipny.gov/departments/planning-and-development>

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.

FOR OFFICE USE ONLY	
PLACE STICKER HERE	
Filing Date: _____	By: _____
Zoning Letter for Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	
As-Built Survey Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Zoning Approval Date: N/A	By: N/A
Plans Examiner Approval Date: _____	By: _____
Approved to Issue Date: _____	By: _____
Issued Date: _____	By: _____
Permit Expiration Date: _____	
Special Conditions of Permit: _____	
Total Fee: \$ _____	C/O Issued: _____

I. 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:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1. Has a DC capacity of 25 Kw or less.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2. If the property is subject to review by an Architectural or Historical Review Board, approval of this installation has been granted by the Board(s) (include a copy of the approval with the submission).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3. If the installation requires a zoning variance or special use permit, approval of this installation has been granted by the Board(s) (include a copy of the variance or special permit with the submission).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4. The system will be mounted on a structure that has a proper CO, or will be ground mounted on the subject property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6. For installations on a sloped roof, the solar panels will be mounted parallel to the roof surface.

If you answered NO to any of these questions, you are **not** eligible for the Unified Solar Permit and must submit the general [Building Permit Application](#) which can be found on our website at islipny.gov.

II. SUBMITTAL INSTRUCTIONS

If this application meets the eligibility criteria above, follow the submittal instructions in Section XII of this application.

III. 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.

IV. PROJECT SUMMARY

Is this a revision to an issued permit (if yes, provide permit #)? _____

Brief summary of work to be performed: _____

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V. SUBJECT PROPERTY WHERE INSTALLATION WILL OCCUR

/ Street City State Zip Tax Map Number 0 5 0 0- - - - - -

VI. PROPERTY TYPE

Single Family 2-4 Family Commercial Other _____

VII. PROVIDE THE TOTAL SYSTEM CAPACITY RATING (sum of all panels)

Total System: _____ kW DC Per Panel: _____ kW DC # of Panels: _____

(Systems over 25KW must use the general Building Permit application)

Roof Mount? Yes (if yes, indicate # layers of roof shingles _____) No

Ground Mount? Yes No

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

VIII. SELECT SYSTEM CONFIGURATION (make sure your selection matches the Construction Documents)

- New Supply side connection with microinverters Load side connection with microinverters
- Add-on to previously approved existing system Supply side connection with DC optimizers Load side connection with DC optimizers
- Supply side connection with string inverter Load side connection with string inverter

IX. PROPERTY OWNER (mailing address / contact info)

First Name Last Name Email (Required) Phone

/ Street City State Zip

X. SOLAR INSTALLATION CONTRACTOR (mailing address / contact info)

Business Name Contractor Name Email (Required) Phone

Street City State Zip

Contractor License Number(s)

XI. AFFIRMATION

I _____ hereby affirm the following under the penalties of perjury: I am the owner or an authorized representative of the owner of the Subject Property. I hereby swear and affirm that the information above is true, accurate, and complete to the best of my knowledge, and that no relevant information has been omitted. This affirmation is made to induce the Town of Islip to authorize the issuance of building permits at the Subject Property knowing that it relies upon the truth hereof.

Signature of Owner or Authorized Representative

Name: _____

Capacity: _____
(President, Chairman, Managing Member)

SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS

NY State Unified Solar Permit

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

XII. SUBMITTAL REQUIREMENTS

Application processing begins when all required documents are deemed acceptable for intake and the [permit fee](#) is paid; the total fee will be calculated and due prior to permit issuance.

Applications can be dropped off at the Building Division during [regular business hours](#), or filed electronically as per the [Electronic Submittal Process](#) handout. The following documentation is required when making a submission:

1. 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” at 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.
2. 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.
 - If the system is being mounted on the roof of an accessory structure, provide an electrical diagram for all new and/or existing equipment (i.e. Ex. Subpanels or New/Ex. overhead/underground wiring.)
 3. 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.

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4. Federal Aviation Administration (FAA) Requirements – Due to the proximity of Long Island MacArthur Airport and the Bayport Aerodrome, any proposed construction or alteration described in CFR Title 14 [§ 77.9](#) requires that applicant file notice with the FAA. Applicant must submit to the FAA a completed [FAA Form 7460-1, Notice of Proposed Construction or Alteration](#). The FAA determination letter must be submitted to the Building Division prior to issuance of permit, if applicable.
5. Flood Zone Determination – If any part of the property is located in a flood zone, a Flood Zone Determination is required. Please send a completed [Flood Zone Determination Request Form](#) to the Planning Division, and include the resultant Flood Zone Determination with your building permit application submission. Plans must comply with FEMA regulations as applicable.
6. Deed – A copy of the current deed is required if the property changed ownership within the last six months, or if the Town of Islip records do not show the current owner; a contract vendee must provide a copy of the contract of sale.

XIII. APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Applications will be reviewed by various departments to ensure compliance with the NYS Uniform Code, TOI Zoning Code and Subdivision and Land Development Regulations. During the course of review, it may be determined that additional permits, Board approvals and/or other agency approvals are required such as:

1. Wetlands Permit – If the property is within 100' of freshwater wetland or 300' of tidal wetland, 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.
2. Federal Aviation Administration (FAA) Approval – Provide a copy of the FAA determination letter, if applicable.
3. 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.

XIV. REQUIREMENTS PRIOR TO CERTIFICATE OF OCCUPANCY (CO)

A list of requirements due prior to CO will be provided to you upon permit issuance. All documentation shall be uploaded to the permit record. If original signed/sealed documents are required, they must also be uploaded and brought to the Building Division-Records Office. This documentation will be evaluated by the respective offices before being accepted as complete.

1. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the Building Division; allow 48 hours' prior notice.
 - a. Array conductors and components must be installed in a neat and workman-like manner
 - b. Appropriate signs are installed and displayed, including the following:
 - i. Sign identifying PV power source system attributes at DC disconnect
 - ii. Sign identifying AC point of connection
 - c. As-built drawings and equipment specifications must be provided to the Records Office if the equipment and/or installation is different than as shown on the approved plans.
2. Electrical Inspection Certificate – An electrical inspection must be performed by a company qualified in the Town of Islip; refer to the list of [Qualified Electrical Inspection Agencies](#) on our website. Please upload the certificate to the permit record and bring the original to the Records Office.