

# New York State Unified Solar Permit

Expedited Solar Permit Process for Small-Scale Roof-Mounted Residential and Commercial Solar Electric

## Requirements for Application Submittal – Part A

*For use in all New York State counties with the exception of Nassau County and Suffolk County.*

The expedited solar permitting process uses a unified permit across participating municipalities in New York State.

A combined building and electrical permit for a grid-tied solar electric system will be issued pending proper completion of forms, submission of approved plans and approval by municipality. All applicants must submit:

### 1. Unified Solar Permit for Small-Scale Solar Electric Systems Eligibility Checklist – PART B

#### 2. One (1) set of plans that include:

- Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- One-Line or 3-Line Electrical Diagram. The electric diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- Specification Sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.
- All diagrams and plans must be prepared by a PE or RA as required by New York State law and include the following:
  - (a) Project address, section, block and lot number of the property;
  - (b) Owner's name, address and phone number;
  - (c) Name, address and phone number of the person preparing the plans; and
  - (d) System capacity in kW-DC.

### 3. Unified Solar Permit for Small-Scale Solar Electric Systems Application – PART C

4. **Permit Fee Amount** : Base fee of \$125.00 for residential or \$175.00 for commercial, check made payable to **Commissioner of Finance**. A fee of \$.20 per square foot for residential or \$.25 per square foot for commercial will be calculated by inspector during review.

#### Permit Review and Inspection 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. If an inspection is required, a single inspection should be sufficient and will be provided within 7 calendar days of inspection request.

The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.

Visit [ny-sun.ny.gov](http://ny-sun.ny.gov) for more information on the NY-Sun initiative.

CITY OF SARATOGA SPRINGS  
BUILDING DEPARTMENT  
City Hall - 474 Broadway  
Saratoga Springs, NY 12866  
Telephone (518) 587-3550 Ext. 2511

FOR OFFICE USE ONLY:  
ZONING DISTRICT: \_\_\_\_\_  
PERMIT TYPE: RES \_\_\_\_\_ COMM \_\_\_\_\_  
FILE #: \_\_\_\_\_  
APPLICATION #: \_\_\_\_\_  
DATE APPLIED: \_\_\_\_\_  
PERMIT #: \_\_\_\_\_  
ISSUE/DENY DATE: \_\_\_\_\_  
ISSUED BY: \_\_\_\_\_  
APPLICATION FEE PAID: \_\_\_\_\_  
INSURANCE CERTIFICATES:  
LB WC DB



## Eligibility Checklist – Part B

To determine if you are eligible for the expedited permitting process, answer the questions below.

- Yes  No 1. Solar installation has a rated capacity of 12 kW or less.
- Yes  No 2. Solar installation is not subject to review by an Architectural or Historical Review Board.
- Yes  No 3. Solar installation does not need a zoning variance or special use permit/conditional use permit.
- Yes  No 4. Solar installation is to be mounted on a permitted roof structure of a building, or on a legal accessory structure. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes  No 5. Solar installation is compliant with all applicable electrical and building codes.
- Yes  No 6. Solar installation is compliant with New York State Fire Code.
- Yes  No 7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
  
- Yes  No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.
- Yes  No 9. The solar electric system and all components will be installed per the manufacturer’s specifications.
- Yes  No 10. The project will comply with adopted National Electrical Code® requirements.
- Yes  No 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).
- Yes  No 12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.
- Yes  No 13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.

If you answered “No” to any of Questions 1-10, you are not eligible to participate in the expedited permitting process and must go through the standard permitting process dictated by the municipality. If you answered “No” to any of Questions 11-13, in order to use this form, in addition to other New York State PE or RA requirements, you must provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional weight and wind loads of the solar electric system. If you answered “Yes” to all of the above questions, please sign below to affirm that all answers are correct, and you have met all the conditions and requirements to participate in this expedited process.

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Solar Installation Contractor Signature

\_\_\_\_\_  
Date

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## Application – Part C

### 1. Property Owner:

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot Number \_\_\_\_\_

### 2. Existing Use:

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

### 3. Provide the total system capacity rating (sum of all panels)

Solar Electric System: \_\_\_\_\_ kW-DC

### 4. Solar Installation Contractor and Electrician:

Installer Business Name \_\_\_\_\_

Installer Business Address \_\_\_\_\_

Installer Contact Name \_\_\_\_\_ Installer Phone Number \_\_\_\_\_

Installer License Number(s) \_\_\_\_\_ Installer Email \_\_\_\_\_

Electrician Business Name \_\_\_\_\_ Electrician License Number \_\_\_\_\_

### 5. What is the existing roofing material?

\_\_\_\_\_

### 6. Provide method and type of weatherproofing for roof penetrations (i.e., flashing, caulk).

\_\_\_\_\_

### 7. Is the mounting structure an engineered product designed to mount solar electric modules? Yes No

If no, provide details of structural attachment in a letter certified by a design professional.

*continued >*

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**Application – Part C (continued)**

**8. For manufactured mounting systems, provide the following information about the mounting system:**

- a. Mounting System Manufacturer \_\_\_\_\_
- b. Product Name and Model Number \_\_\_\_\_
- c. Total Weight of Solar Electric Modules and Rails \_\_\_\_\_ lbs.
- d. Total Number of Attachment Points \_\_\_\_\_
- e. Weight per Attachment Point (c ÷ d) \_\_\_\_\_ lbs.
- f. Maximum Spacing Between Attachment Points on a Rail \_\_\_\_\_ inches  
(see product manual for maximum spacing allowed based on maximum design wind speed)
- g. Total Surface Area of Solar Electric Modules (square feet) \_\_\_\_\_ ft<sup>2</sup>
- h. Distributed Weight of Solar Electric Module on Roof (c ÷ g) \_\_\_\_\_ lbs./ft<sup>2</sup>

**9. Indicate quantity, brand, make and model of the:**

**Inverter(s):**

Quantity	Make	Model

**Modules:**

Quantity	Make	Model

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to participate in this expedited process.

Property Owner's Signature	Date

Solar Installation Contractor Signature	Date

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# BUILDING PERMIT SUBMISSION CHECKLIST

## ROOF MOUNTED SOLAR PANELS

### RESIDENTIAL AND COMMERCIAL

PROJECT SITE ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

CHECKLIST PREPARED BY: \_\_\_\_\_ PREPARER'S PHONE NO.: \_\_\_\_\_

**ALL ITEMS BELOW MUST BE CHECKED EITHER "YES", "NO" or "N/A".** A separate checklist, must accompany each application for a building permit. All items checked "YES" shall accompany the application form at the time of submission to the building department.

Until the application is deemed complete it may be rejected by the building department and returned to the applicant. Acceptance of a permit submission as complete does not imply or guarantee that a permit will be issued.

	YES	NO	N/A	
1. Building permit form completed including all required signatures.				
2. Base fee of \$125.00 for residential or \$175.00 for commercial, check made payable to <b>Commissioner of Finance</b> . A fee of \$.20 per square foot for residential or \$.25 per square foot for commercial will be calculated by inspector during review.				
3. Home Owners Association approval.				
4. All required Land Use Board approvals (if applicable).				
5. Engineer's letter certifying that the roof can hold the weight of the solar panels.				
6. Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure.				
7. One Line or 3-Line Electrical Diagram.				
8. Specification sheet of all manufactured components.				
9. For the Certificate of Occupancy: Proof of Electrical Inspection, Letter certifying that the panels were installed per the manufacturers' recommendations.				
10. All required Insurance certificates: General Liability, Workers Compensation (form C105.2) and Disability (form DB120.1).				
11. Additional information may be required by the reviewing inspector as deemed necessary.				

**FOR STAFF USE ONLY:**

HISTORIC REVIEW DISTRICT YES NO      ARCHITECTURAL REVIEW DISTRICT YES NO      ZONING VARIANCE YES NO

**\*\*\*\*\* Application will not be accepted if required Land Use Board approvals have not been obtained \*\*\*\*\***

SUBMISSION ACCEPTED FOR REVIEW      DATE \_\_\_\_\_      TIME \_\_\_\_\_

REVIEWED BY (SIGNATURE) \_\_\_\_\_

**The Individual filing this application**, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as “City”), from and against all claims, damages, losses and expense (including, but not limited to, attorneys’ fees), arising out of or resulting from the performance of the work covered by this building permit application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant, its contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors.

\_\_\_\_\_ (initial)

**Please note that all applications granted approval by the Design Review Commission and/or the Zoning Board of Appeals shall expire within eighteen months unless a building permit is issued and actual construction has begun (section 240-7.12)**

Application is hereby made to the Building Department for the issuance of a building permit for construction as herein described, pursuant to provisions of the Zoning Ordinance of the City of Saratoga Springs and in accordance with the N.Y. State Uniform Fire Prevention and Building Code which is applicable to new construction of buildings, and to conversions, additions and alterations to buildings. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections.

The following regulations shall apply:

- A. This application shall be completed including all required signatures.
- B. Insurance requirements:
  - **If homeowner** is acting as general contractor: see Homeowners Insurance Requirements (attached) and Affidavit of Exemption of Workers Compensation. (Form BP-1, found on our website)
  - **If using a contractor**, contractor must provide: (a) *certificate of liability insurance showing a one million dollars per occurrence and two million dollars aggregate, with the City of Saratoga Springs listed as additional insured and* certificate holder; (b) *certificate of workers compensation insurance, on either the State approved C-105.2 form or the U-26.3 form*; (c) *certificate of disability insurance, on either the State approved DB-120.1 or DB-155 form*; (d) If needed, Form CE-200 for WC/DB exemption is found at [www.wcb.ny.gov](http://www.wcb.ny.gov).
- C. Application fee as required by the City Code and as calculated by the building department, shall be paid by check or money order (payable to “Commissioner of Finance”.) Base Fee \$125.00 plus \$.20/sf for residential or \$175.00 plus \$.25/sf for commercial.
- D. Work covered by this application shall not commence prior to permit issuance.
- E. Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- F. Building Department shall be notified (minimum notice – 24 hours in advance) according to this required schedule of inspections. (Note; before subsequent inspection requests will be scheduled, all prior inspections shall have passed). See attached card for required inspections included with building permit when issued.
- G. The building permit is effective for two years from the date of issuance unless a different period of time is specified.



**CITY OF SARATOGA SPRINGS  
BUILDING DEPARTMENT  
City Hall - 474 Broadway  
Saratoga Springs, NY 12866**

**Stephen Shaw  
Building & Zoning  
Inspector**

**Phone 518-587-3550 ext 2511 Fax 518-580-9480**

## **City of Saratoga Springs' Building Permit Process HOMEOWNER INSURANCE REQUIREMENTS**

A **Homeowner** is defined as an individual who is the owner of the home to be renovated or constructed who plans on living in that home and is performing **ALL** of the work themselves. That means that no contractor or individual will be paid any sum of money to perform any work on the project submitted as a "Homeowner Project" for the Building Permit Application being processed.

If you are a homeowner applying for a City of Saratoga Springs' Building Permit and are **performing construction of a personal home project by yourself**, you will need to obtain the following documents when applying for your building permit for the projects specified:

- **Minor Remodels, Sheds, and Ground Floor Decks:** You are required to provide a Certificate of Insurance evidencing proof your Homeowners Insurance acknowledges your project and provides evidence of liability coverage in the amount of Three Hundred Thousand Dollars (\$300,000).
- **New Construction, Major Home Renovations Upper Story Decks, and/or Pools:** You will be subject to the same insurance requirements as a professional, commercially insured contractor. You are required to provide a Certificate of Insurance for Commercial General Liability Insurance in the amount of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate. The insurance provided must be from an insurance carrier licensed & admitted to do business in the State of New York and name the City as an Additional Insured for the building permit process.

The Laws of New York 1998 Chapter 439 require that each building permit applicant provide proof the applicant is in compliance with Section 57 of the NYS Workers Compensation Law by providing proof they are (1) insured (C-105.2 or U-26.3) or are exempt (CE-200). The CE-200 is a Certificate of Attestation of Exemption from the NYS Workers' Compensation Board for Workers Compensation and Disability Coverage. Form CE-200 must be filled out electronically on the NYS Workers Compensation Board's website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us), under the heading "Forms". Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the City from which he/she is getting the permit.

Your insurance agent should be consulted prior to your making any application for a City Building Permit. While it may appear to be convenient to obtain a building permit for a contractor or to identify yourself as your own contractor, it is important for you to protect yourself against financial loss and to comply with the NYS Building and Workers Compensation Laws. Your insurance agent will assist you in doing that. Financial penalties are severe if the NYS laws are not followed.

**It is important to remember that you must provide all required documents as outlined in this package, BEFORE the City of Saratoga Springs will formally review your building permit application.**

*If you have any questions regarding these insurance requirements, please contact Marilyn Rivers, Risk & Safety Officer at (518) 587-3550 x2612.*