

# Village of Port Dickinson

## Building Inspector

786 Chenango Street  
Binghamton, New York 13901

### **Solar Permit Application Checklist**

1. Completed Application Signed by Installer or Homeowner if they are doing the installation.
2. Property Owner's Statement Signed.
3. Installer signed statement.
4. Insurance Requirements:
  - a. Contractors Liability Insurance with the Village of Port Dickinson named as Certificate Holder.
  - b. Contractors Worker's Compensation Insurance.
    - i. **Homeowners and Sole Proprietors** use NYS worker's compensation office form CE 200 (can be obtained from the NYS worker's compensation office  
[https://www.businessexpress.ny.gov/app/answers/cms/a\\_id/2263/kw/CE](https://www.businessexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE)
5. 2 Copies of Site Plan to scale (one will be signed and returned to be kept at the job site to support inspections) showing proposed placement location with measurements.

The application will be checked for accuracy, completeness and that it will adhere to all New York State Building Codes. A site visit will be conducted prior to the issuing of a permit by the Building Inspector.

Application Fees are due upon the receipt (by the applicant) of an approved permit from the Building Inspector.  
(See application for Permit Fee)

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### **Property Owner Statement**

I \_\_\_\_\_ am the property owner of \_\_\_\_\_

\_\_\_\_\_  
(print street address)

Tax Map # \_\_\_\_\_. Either I or my representative is applying for a permit to construct

\_\_\_\_\_ on this property.  
(Print Project Type)

This information accurately describes the project to be performed. Any changes, additions or omissions may void the permit and necessitate the submittal of a new application.

The project listed in this application cannot be used or occupied until the Building Inspector issues a Certificate of Occupancy/Compliance. The project must be completed to meet all New York State Building Codes to receive a Certificate of Occupancy/Compliance.

The Building Inspector may make periodic site visits to the project to perform general inspections. At each stage requiring inspection, no additional work will be done that will cover or preclude that inspection until it is complete and the Building Inspector has signed off on the inspection.

I understand it is my responsibility as the property owner to make sure inspections are completed and that if any work done prior to a scheduled inspection is dependent upon an item to be inspected, and that item fails inspection, that this work is done at my own risk and may require work to be redone.

I affirm under penalty of perjury that the information provided on this form is true and correct.

Property Owner's Name (Print) \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Village of Port Dickinson

## Building Inspector

786 Chenango Street  
Binghamton, New York 13901

### **Builder/Contractor's Statement**

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

I understand that it is the responsibility of the Homeowner/Contractor to build to NYS Building Codes and if there are any questions, I will obtain the needed information. I also understand that it is the responsibility of the Homeowner/Contractor to research and obtain the required Building Code information.

I understand it is the responsibility of the Homeowner/Contractor to notify the Building Inspector prior to any changes in plan or construction. The permit is granted on the information provided at the time of application. No work can begin until a permit is granted.

I understand that it is the responsibility of the Homeowner/Contractor to schedule all inspections. (Prior planning will assist making the project easier for all of us.) The Building Inspector will attach the required inspection list to the permit.

I understand that there will be a complete set of reviewed plans with the Building Inspector's initials available for review on site at all times.

I understand that all products will be installed as per the manufacturer's owner's manual and that these manuals will be available on the job site.

I understand that the Building Inspector may make periodic site visits to the project to perform general inspections.

I understand that at each stage requiring inspection, no additional work will be done that will cover or preclude that inspection until it is complete and the Building Inspector has signed off on the inspection.

I understand that a certificate of occupancy will not be issued until the project is finished and inspected to all applicable Building Code requirements.

This project and all plans will adhere to all New York State and Village of Port Dickinson Building Codes.

Contractor's Name (Print) \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Village of Port Dickinson SOLAR PERMIT APPLICATION

# NY State Unified Solar Permit

### 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 | 1. Has a rated DC capacity of 25 kW or less   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Is not subject to review by an Architectural or Historical Review Board.<br>(If review has already been issued answer YES and attach a copy)   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. Does not need a zoning variance or special use permit.<br>(If variance or permit has already been issued answer YES and attach a copy)   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 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 | 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 a General Solar Permit. Permit applications may be downloaded here: [portdickinsonny.us](http://portdickinsonny.us) or obtained in person at Village of Port Dickinson, **786 Chenango Street Binghamton, NY 13901 Monday-Friday from 8 am to 4 pm.**

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of **\$50.00**, payable by **Cash or Check made payable to Village of Port Dickinson.**
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to **[pdcode@portdickinsonny.gov](mailto:pdcode@portdickinsonny.gov)** or in person at **Village of Port Dickinson, 786 Chenango St, NY 13901 Monday-Friday from 8 am to 4 pm.**

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within **five** business days upon receipt of complete and accurate applications. The municipality will provide feedback within **five business** days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to **John Broughton, Building Inspector, 607-427-4339 (mobile), 607-771-8233 (office), [pdcode@portdickinsonny.gov](mailto:pdcode@portdickinsonny.gov)**

## PROPERTY OWNER

Property Owner's First Name

Last Name

Tax ID#

Property Address

Mailing Address (if different)

Property Owner's Phone Number

Email

## EXISTING USE

☐ Single Family

☐ 2-4 Family

☐ Commercial

☐ Other

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

Solar PV System: \_\_\_\_\_ kW DC

## SELECT SYSTEM CONFIGURATION

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

☐ Supply side connection with microinverters

☐ Load side connection with DC optimizers

☐ Supply side connection with DC optimizers

☐ Load side connection with microinverters

☐ Supply side connection with string inverter

☐ Load side connection with string inverter

## SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Estimated Cost of Construction

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature

Date

Solar Installation Company Representative Signature

Date

## 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 permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) **Planning review may be required for commercial installations.**

Fire Department approval **IS NOT** required for 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:

Construction Documents, with listed attachments. Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Port Dickinson, 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. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes 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.

- a)(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.
- b)Provide construction drawings with 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.
- c) 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 Port Dickinson Building Department in person at 786 Chenango St., Binghamton, NY or electronically through email: [pdcode@portdickinsonny.gov](mailto:pdcode@portdickinsonny.gov).

## FEES

\$50 permit fee plus third-party electrical inspection fee.

## 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 for the solar PV system. **On-site inspections can be scheduled by contacting Village of Port Dickinson by telephone at 607-771-8233, or electronically [pdcode@portdickinsonny.gov](mailto:pdcode@portdickinsonny.gov).**

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

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

**FINAL INSPECTION:** The applicant must contact **Village of Port Dickinson Building Inspector, 607-771-8233 or 607-427-4339 (cell)** when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including;
  - Example of array attachment point and flashing/sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method/device.
  - Module and microinverter/DC optimizer nameplates.
  - Microinverter/DC optimizer attachment.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- 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.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

## UNIFIED SOLAR PERMITTING RESOURCES

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

Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide.