

# **TOWN OF MARLBOROUGH**

**21 Milton Turnpike / PO Box 305**

**MILTON , NEW YORK 12547**

**Telephone Number (845) 795-2406 Ext. # 7 – Fax Number (845) 795-6171**

## **DEPARTMENT OF BUILDINGS**

**THOMAS CORCORAN JR.**

**BUILDING INSPECTOR**

**CODE ENFORCEMENT OFFICER**

**Building Permit #** \_\_\_\_\_

### **Application for Solar Panels**

**This is a combined building and electrical permit for a solar electric system**

**This application must be completely filled out**

**Residential Fee \$200.00 plus .10 Sq. Ft. / Solar Farms : See Fee Schedule**

**Date** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Applicants Signature** \_\_\_\_\_

**Owner ( If Not Applicant )** \_\_\_\_\_

**Address** \_\_\_\_\_

**Owners Signature** \_\_\_\_\_

**Contractor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Location of work** \_\_\_\_\_

**Section** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**\* This permit will require 2 sets of plans and site plan showing location of array, existing electrical service location, utility meter, inverter location, system orientation and other equipment on roof or structure. The plan should also show access & pathways compliant with NYS Fire Code ( If applicable ) All diagrams and plans must be prepared by a PE as required by New York State law and include the following :**

- 1) Owners name, address and phone number. 2) Project address with section, lot and block**
- 3) Name, address and phone number of the person preparing the plans 4) System capacity in kW-DC**
- 5) Specification sheets for all manufactured components 6) Electrical diagram**

OWNERS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE : HOME \_\_\_\_\_ WORK \_\_\_\_\_

COST OF CONSTRUCTION \$ \_\_\_\_\_

INVERTER      YES      NO

SYSTEM SIZE \_\_\_\_\_ KW-DC

\* DISCONNECT SWITCH SHALL BE CLEARLY MARKED INSIDE AND OUTSIDE

\* METER SHALL BE CLEARLY MARKED WITH " ADDITIONAL POWER SUPPLY " LABELS

\* ADDITIONAL STRUCTURAL REQUIREMENTS WILL REQUIRE FINAL CERTIFICATION

***BELOW IS FOR BUILDING DEPARTMENTS USE ONLY***

**TYPE OF INSPECTION :**

- 1. SITE INSPECTION -
- 2. WARNING LABELS -
- 3. ROOF CERTIFICATION -
- 4. FINAL ROOF CERTIFICATION ( AS BUILT ) -
- 5. FINAL ELECTRIC -
- 6. FINAL -

**INSPECTOR'S COMMENTS**

---

---

---

INSPECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**INSPECTION AGENCIES**  
**APPROVED BY THE TOWN OF MARLBOROUGH**

<b>Electrical Underwriter</b>	<b>Ernie Bello</b>	<b>569-1759</b>
	<b>Nicholas Romano</b>	
<b>NY Certified Electrical Inspectors LLC</b>	<b>Jerry Caliendo</b>	<b>294-7695</b>
<b>Tri State</b>	<b>Lou Ambrosia</b>	
	<b>Vinny Ambrosia</b>	<b>544-2180</b>
	<b>Al Shauger</b>	
<b>Commonwealth</b>	<b>Ron Henry</b>	<b>562-8429</b>
<b>NY Electrical Inspectors</b>	<b>Greg Murod</b>	<b>586-2430</b>
<b>Middle Department (MDIA)</b>	<b>Pete Jennings</b>	<b>518-610-8133</b>
<b>Z3 Consultants Inc.</b>	<b>Gary Beck</b>	<b>471-9370</b>
<b>Swanson Consulting</b>	<b>Joe Swanson</b>	<b>496-4443</b>
<b>NY Electrical Inspections &amp; Consulting</b>	<b>John Wierl</b>	<b>343-6934</b> <b>551-8466</b>
<b>New York Board</b>	<b>Pat Decina</b>	<b>298-6792</b>
<b>CP Certified Electrical</b>	<b>Chris Peone</b>	<b>853-3202</b>
<b>LM Electrical &amp; Consulting Corp.</b>	<b>Logan Millington</b>	<b>202-2651</b>
<b>SAS Electrical Inspections</b>	<b>Yuri Badovich</b>	<b>801-2172</b>
<b>Inspections On Time</b>	<b>Maria Mendez</b>	<b>233-6711</b>

***ANY OTHER INSPECTOR'S OTHER THAN THOSE LISTED ABOVE DO NOT HAVE AUTHORIZATION  
TO DO INSPECTIONS IN THE TOWN OF MARLBOROUGH***

**\* No Area Code Listed Defaults to 845**

## 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. \_\_\_\_\_ 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 as required by:
- 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

#### 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.**



## 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

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.



## 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 >*

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.



## 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 \_\_\_\_\_

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.





# Application for Tax Exemption of Solar, Wind, or Certain Other Energy Systems

Name(s) of owner(s)								
Location of property (street address)			Mailing address of owner(s) (number and street or PO box)					
City, village, or post office		State	ZIP code	City, town, or village		State	ZIP code	
Daytime contact number	Evening contact number	Date of purchase of real property						
Email address			Tax map number of section/block/lot: Property identification (see tax bill or assessment roll)					

**1 Description of energy system:**

Solar energy .....	<input type="checkbox"/>	Fuel cell electric generating system .....	<input type="checkbox"/>
Wind energy system .....	<input type="checkbox"/>	Electric energy storage equipment and	<input type="checkbox"/>
Micro-hydroelectric energy system .....	<input type="checkbox"/>	electric energy storage system .....	<input type="checkbox"/>
Micro-combined heat and power generating equipment .....	<input type="checkbox"/>	Fuel-flexible linear generator electric generating system .....	<input type="checkbox"/>
Farm waste energy system .....	<input type="checkbox"/>		

Written description (attach additional sheet(s) if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

**2 Is the energy system installed on property owned or controlled by New York State, a department or agency of New York State or a New York State authority? .....** Yes  No

If Yes, is there a written agreement for New York State, a department or agency of New York State or a New York State authority to purchase the produced energy or the environmental credits or attributes created by virtue of the system's operation? .....

Yes  No

**3 Date construction of solar or wind energy or farm waste energy system started: \_\_\_\_\_**  
(month) \_\_\_\_\_ (year) \_\_\_\_\_

**4 Cost of solar or wind energy system or farm waste energy system; attach proof .....** \$ \_\_\_\_\_

**5 Incremental cost; attach proof (see Duration and computation of exemption in the instructions) .....** \$ \_\_\_\_\_

## Certification

I (we), \_\_\_\_\_, hereby certify that the information on this application and any accompanying pages constitutes a true statement of fact.

Signature of owner or authorized representative	Date
---	------

Signature of owner or authorized representative	Date
---	------

**For assessor's use only**

Date application filed \_\_\_\_\_

Applicable taxable status date \_\_\_\_\_

 Application approved Application deniedAssessed valuation of exemption granted (see next  
column if applicable) ..... \$ \_\_\_\_\_

First assessment roll on which exemption is to be granted. \_\_\_\_\_

Last assessment roll on which exemption is to be granted. \_\_\_\_\_

- (a) Total cost of solar or wind energy system or farm waste energy system ..... \$ \_\_\_\_\_
- (b) Incremental cost of system (*cost of components which make possible the production of the solar or wind energy or farm waste energy*) ..... \$ \_\_\_\_\_
- (c) Ratio of incremental cost to total cost (*b ÷ a*) ..... \$ \_\_\_\_\_
- (d) Increase in assessed value of property attributable to addition of solar or wind energy system or farm waste energy system ..... \$ \_\_\_\_\_
- (e) Assessed value exempt due to addition of system (*d × c*) ..... \$ \_\_\_\_\_

Assessor's name (print)	
Assessor's signature	Date

<b>Solar Panels</b>	\$200.00 and .10 per SF
<b>Solar Farm</b>	
For Systems Sized	Permit fee
0-10 kilowatts (kW-dc)	\$200.00
11-50 kilowatts (kW-dc)	\$300.00
51-100 kilowatts (kW-dc)	\$500.00
101-500 kilowatts (kW-dc)	\$1,000.00
501-1000 kilowatts (kW-dc)	\$3,000.00
1000-2000 kilowatts (kw-dc)	\$5,000.00
2000-3000 kilowatts (kW-dc)	\$7,000.00
3000-4000 kilowatts (kW-dc)	\$9,000.00
4000-5000 kilowatts (kW-dc)	\$12,000.00