

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

INSPECTORS'S SIGNATURE _____ DATE _____

INSPECTION AGENCIES
APPROVED BY THE TOWN OF MARLBOROUGH

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

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 for more information on the NY-Sun initiative.

Town of Marlborough
Building Department
21 Milton Turnpike
P.O. Box 305
Milton, NY 12547
845-795-2406 Ext. 7

Thomas Corcoran
Building Inspector

Penny Cashman
Building Secretary



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 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 >

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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 ($c \div d$) _____ 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) _____ ft²
- h. Distributed Weight of Solar Electric Module on Roof ($c \div g$) _____ lbs./ft²

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

Inverter(s):

Quantity _____	Make _____	Model _____
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Modules:

Quantity _____	Make _____	Model _____
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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 _____
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Solar Installation Contractor Signature _____	Date _____
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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 | |
| Micro-hydroelectric energy system | <input type="checkbox"/> | electric energy storage system | <input type="checkbox"/> |
| Micro-combined heat and power | | Fuel-flexible linear generator electric | |
| generating equipment | <input type="checkbox"/> | 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
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Signature of owner or authorized representative	Date
---	------

For assessor's use only

Date application filed _____

Applicable taxable status date _____

☐ Application approved

☐ Application denied

Assessed 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 ($b \div a$) \$ _____
- (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 ($d \times c$) \$ _____

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

Solar Panels	\$200.00 and .10 per SF
Solar Farm	
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