

APPLICATION FOR SOLAR PERMIT

Application Checklist

- ☐ **Permit Application**
 - **New York State Unified Solar Permit Application for Roof Mounted Systems 12kW or less. (Includes Electrical Permit Application)**
 - **All others shall use the Town Applications for Building Permit and Electrical Permit.**
- ☐ **Worker's Compensation Certificates**
- ☐ **Disability Insurance Certificates**
- ☐ **Copies of Westchester County Licenses**
- ☐ **Permit Fee**
- ☐ **Application for Tax Exemption**

Note: Additional information may be required. See attached.

Incomplete applications will be returned without review.

A standard one (1) week review is typical for all applications. Additional time is required based on the extent and scope of work proposed.

TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
CODE ENFORCEMENT DIVISION
Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567

914-734-1010 FAX 914-293-0991
<http://www.townofcortlandt.com> e-mail: code@townofcortlandt.com

New York State Unified Solar Permit (Modified for the Town of Cortlandt) Expedited Solar Permit Process for Small-Scale Solar Electric Systems

Requirements for Application Submittal

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 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

2. Two (2) sets of plans that include:

- Signed and Sealed 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, clearances, and pathways that are compliant with the New York State Uniform Code.
- 3-Line Electrical Diagram. The electrical diagram required by NYSEDA for an incentive application and/or utility for an interconnection agreement can be used. An AC disconnect, in a readily accessible location.
- Specification Sheets for all manufactured components.
- All diagrams and plans must 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; (d) details of all labels and locations; (e) System capacity in kW-DC; and Town of Cortlandt completed checklist.

3. Letter from a Professional Engineer or Registered Architect to include:

- Note the existing roof construction. Rafter size and spacing. Number of layers of shingles.
- Certify that the existing structure can support the additional weight and wind loads of the solar electric system.

4. Unified Solar Permit for Small-Scale Solar Electric Systems Application

5. Permit Fee Amount

Systems up to 12kW \$350.00. Systems greater than 12kW \$400.00. A check or payment of cash at the office is required to process the application. Fee covers Building Permit, Electrical Permit, and Certificate of Compliance.

Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 days of receiving incomplete or inaccurate applications. Inspection prior to Permit issuance and Final inspection is required, a single inspection for each should be sufficient and will be provided within 7 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 CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
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Note: The Town of Cortlandt has made some modifications to the NYS Uniform Solar Permit application to conform to local requirements.



Eligibility Checklist

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.
- ☐ Yes ☐ No 4. Solar installation is to be mounted on a permitted roof structure of a one or two family residential 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 Westchester County.
- ☐ 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 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 "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

*Note: A letter signed and notarized by the owner to allow the contractor to act as their agent or Town Proxy Form may be used in lieu of the Property Owner's Signature.

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Application

1. Property Owner:

Property Owner's Name _____ Phone Number _____

Property Address _____

Section _____ Block _____ Lot _____ Email Address _____

2. Existing Use:

☐ Single Family ☐ 2 Family ☐ Other

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

Solar Electric System: _____ kW-DC

4. Solar Installation Contractor:

Business Name _____

Business Address _____

Contact Name _____ Phone Number _____

Email Address _____ Westchester County License Number _____

5. Electrician:

Business Name _____

Business Address _____

Contact Name _____ Phone Number _____

Email Address _____ Westchester County License Number _____

6. What is the existing roofing material? _____

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

8. 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 *(continued)*

9. 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

10. 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
_____ Electrician's Signature	_____ Date

*Note: A letter signed and notarized by the owner to allow the contractor to act as their agent or Town Proxy Form may be used in lieu of the Property Owner's Signature.

Confirmation All Taxes Paid: _____ Date: _____

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NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR TAX EXEMPTION OF
SOLAR OR WIND ENERGY SYSTEMS OR FARM WASTE ENERGY SYSTEMS

1. Name and telephone no. of owner(s) _____

Day No. () _____
Evening No. () _____
E-mail (optional) _____
2. Mailing address of owner(s) _____

3. Location of property
Street address _____ Village (if any) _____
City/Town _____ School district _____
Property identification (see tax bill or assessment roll) _____
Tax map number or section/block/lot _____
4. Description of solar or wind energy or farm waste energy system:
- | | |
|---|--|
| <input type="checkbox"/> Wind energy system | <input type="checkbox"/> Solar energy system |
| <input type="checkbox"/> Electrical generation | <input type="checkbox"/> Active |
| <input type="checkbox"/> Mechanical power | <input type="checkbox"/> Hot water |
| | <input type="checkbox"/> Heating |
| <input type="checkbox"/> Farm waste energy system | <input type="checkbox"/> Cooling |
| | <input type="checkbox"/> Electrical generation |
| | <input type="checkbox"/> Combination |
| | <input type="checkbox"/> Passive |
| | <input type="checkbox"/> Greenhouse |
| | <input type="checkbox"/> Sunspace |
| | <input type="checkbox"/> Mass wall system |
| | <input type="checkbox"/> Thermosiphon air panels |
| | <input type="checkbox"/> Direct gain |
| | <input type="checkbox"/> Other |
- Written description (attach additional sheet if necessary): _____

5. Date of completion of solar or wind energy or farm waste energy system: _____
(month) (year)
6. A. Cost of solar or wind energy system or farm waste energy system: \$ _____ (attach proof)
B. Incremental cost (see instruction 2): \$ _____ (attach proof)

Certification

I, _____, hereby certify that the information on this application and accompanying papers constitutes a true statement of fact.

Signature of owner or authorized representative

Date

GENERAL INFORMATION AND FILING REQUIREMENTS**1. AUTHORIZATION FOR EXEMPTION**

Section 487 of the Real Property Tax Law exempts from taxation, but not special ad valorem levies or special assessments, real property which includes a solar or wind energy system or farm waste energy system satisfying guidelines established by the New York State Energy Research and Development Authority. The solar or wind energy system or farm waste energy system must be existing or constructed before July 1, 1988 or constructed after January 1, 1991 and before January 1, 2015. A county, city, town or village may adopt a local law or a school district (except the city school district of New York City, Buffalo, Rochester, Syracuse or Yonkers) may by resolution provide that no solar or wind exemption or farm waste energy system shall apply within its jurisdiction for systems constructed after January 1, 1991 or the date of such local law or resolution, whichever is later.

2. DURATION AND COMPUTATION OF EXEMPTION

The exemption is equal to the increase in assessed value of the property attributable to the inclusion of the solar or wind energy system or farm waste energy system and is to be granted for a period of fifteen (15) years. Where the system or its components are also part of the building structure, the increase in value to be exempted from taxation equals the assessed value attributable to the system or components multiplied by the ratio of the incremental costs of the system or farm waste energy system or components to the total cost of such system or components. "Incremental cost" is the increased cost of a solar or wind energy system or farm waste energy system or component which also serves as part of a building structure, above that for similar conventional construction, which enables its use as a solar or wind energy system or farm waste energy system or component. For further information, see the Energy Research and Development Authority guidelines. Note that municipalities that offer the solar or wind energy system exemption may require payments in lieu of taxes not to exceed the amount of the exemption.

3. PLACE OF FILING APPLICATION

Application for exemption from county, city, town and school district taxes must be filed with the city or town assessor who prepares the assessment roll used in levying county, city or town and school district taxes. If the property is also located within a village assessing unit, a separate application for exemption from village taxes must be submitted to the village assessor. In Nassau County, application for exemption from county, town and school district taxes must be filed with the Nassau County Board of Assessors. In Tompkins County, application for exemption from county, city, and town, village, and school district taxes must be filed with the Tompkins County Division of Assessment. Two copies of this application are to be filed with the assessor. **Do not file the application with the Office of Real Property Tax Services.** Upon approval or disapproval, the assessor shall transmit one copy of the application to the State Energy Research and Development Authority, 17 Columbia Circle, Albany, New York 12203.

4. TIME OF FILING APPLICATION

The application must be filed in the assessor's office on or before the appropriate taxable status date. In towns preparing their assessment rolls in accordance with the schedule provided in the Real Property Tax Law, the taxable status date is March 1. In towns in Nassau County, the taxable status date is January 2. Westchester County towns have either a May 1 or June 1 taxable status date; contact the assessor. In cities, the taxable status date is determined by the city charter provisions and the city assessor's office should be consulted for the specific date. Taxable status date in most assessing unit villages is January 1, but the village clerk should be consulted for variations.

5. EXEMPTION GUIDELINES

Guidelines for determining eligibility for this exemption are available from the New York State Energy Research and Development Authority.

SPACE BELOW FOR ASSESSOR'S USE ONLY**Computation where system is part of structure**

Date application filed _____	(a) Total cost of solar or wind energy system or farm waste energy system \$ _____
Applicable taxable status date _____	(b) Incremental cost of system (cost of components which make possible the production of the solar or wind energy or farm waste energy) \$ _____
<input type="checkbox"/> Application approved	(c) Ratio of incremental cost to total cost {(b) divided by (a)} _____
<input type="checkbox"/> Application disapproved	(d) Increase in assessed value of property attributable to addition of solar or wind energy system or farm waste energy system \$ _____
Assessed valuation of exemption granted. (see next column if applicable). \$ _____	(e) Assessed value exempt due to addition of system {(d) times (c)} \$ _____
First assessment roll on which exemption is to be granted. _____	
Last assessment roll on which exemption is to be granted. _____	

Assessor's signature _____

Date _____