

# TOWN OF LEYDEN

## Building Permit Application

### ENFORCEMENT OFFICER:

Joseph Pfeiffer Jr.  
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### TOWN CLERK:

Janice Dosztan  
6606 School Road  
Boonville, NY 13309  
Phone (315) 942-3444

## APPLICATION FOR A SOLAR PERMIT

A combined building and electrical permit for a grid-tied solar electrical system will be issued pending proper completion of forms, submission of approved plans and approval by the Code Enforcement Officer.

### **Submission must include: 3 sets of plans that include:**

- a. 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, and;
- b. One-line or three-line electrical diagram, and;
- c. 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 Code Enforcement Officer, and;
- d. All diagrams and plans must be prepared by a PE or TA as required by New York State law and include the following: (a) Project address, section, block and lot number of property; (b) Owner's name, address and telephone number; (c) Name, address and telephone number of the person preparing the plans; and (d) system capacity in kW-DC.
- e. Permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The Code Enforcement Office 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.
- f. **Proof of worker's compensation for the installer, electrician and all other contractors must be submitted PRIOR to the application being deemed complete.**

### I. OWNER

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Property Owner (if not applicant) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Parcel Number \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

II. **EXISTING USE:**

Single Family

2-4 Family

Commercial

Other: \_\_\_\_\_

III. **PROVIDE THE TOTAL SYSTEM CAPACITY RATING (Sum of all panels)**

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

IV. **SOLAR INSTALLATION CONTRACTOR AND ELECTRICIAN:**

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

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

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

\_\_\_\_\_

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

Electrician Business Name \_\_\_\_\_

Electrician Contact Name and Phone Number \_\_\_\_\_

\_\_\_\_\_

Electrician License Number \_\_\_\_\_

Electrical Inspection Agency \_\_\_\_\_

V. **WHAT IS THE EXISTING ROOFING MATERIAL?**

\_\_\_\_\_

VI. **PROVIDE METHOD AND TYPE OF WEATHER PROOFING FOR ROOF PENETRATIONS (i.e., flashing, caulk, etc.)**

\_\_\_\_\_

VII. **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.

VIII. **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) \_\_\_\_\_ ft<sup>2</sup>
- h. Distributed Weight of Solar Electric Modules on Roof ( $c \div g$ ) \_\_\_\_\_ lbs./ft<sup>2</sup>

IX. **INDICATE QUANTITY, BRAND, MADE AND MODEL OF THE:**

**Inverters:**

Quantity \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_

**Modules:**

Quantity \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_

**Permit Fee \$ \$150.00**

**Plan Review + Permit Fee - \$150.00**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
Signature of Authorize Agent

\_\_\_\_\_  
Date

I, the undersigned, Building Inspector do hereby recommend that the application be (approved) (denied). (If the Building Inspector recommends denial of the building permit application, then his reasons are to be attached to the application.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement Official