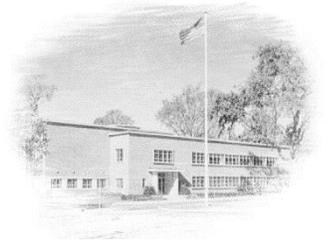




DEPARTMENT OF BUILDINGS
INCORPORATED VILLAGE OF GARDEN CITY
 VILLAGE HALL
 351 STEWART AVENUE
 GARDEN CITY, NY 11530
 516-465-4040(O) – 516-742-5377 (F)



Fast Track Solar Permit Application

NY State Unified Solar Permit

Upon approval of this application and supporting documentation, the Village of Garden City Building Department will issue a building permit for the solar PV installation described herein.

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 Building Department). The proposed solar PV system installation:

- Yes No 1. Has a rated DC capacity of 25 kW or less.
- Yes No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)
- Yes No 3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)
- Yes 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.
- Yes No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes 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 (USP) and must submit conventional permit applications. USP applications may be downloaded on the Building Department’s webpage: www.gardencityny.net or obtained in person in the Building Department, located at 351 Stewart Avenue, Garden City, NY 11530, during business hours 8:30 AM to 4:30 PM, Monday through Friday, excluding holidays.

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, as designated in the Village fee schedule, payable by cash or check payable to “Village of Garden City”.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person at the Building Department, 351 Stewart Avenue, Garden City, NY 11530, during business hours 8:30 AM to 4:30 PM, Monday through Friday, except holidays.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued, generally, within eight (8) weeks following receipt of complete and accurate applications. The Building Department will provide feedback, typically, within five (5) weeks after receiving an incomplete or inaccurate application.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Building Department (516) 465-4040.

PROPERTY OWNER

Property Owner's First Name

Last Name

Title

Property Address

City

State

Zip

Section

Block

Lot Number

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

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 (USP) application.
- b) Electrical permit application. Electrical permits will be processed and executed in conjunction with the installation of Solar PV projects installed pursuant to a USP.
- c) Prior approval of the Architectural Design Review Board (ADRB), if applicable.

Planning Board review is not required for solar PV installations of this size.

Fire Department approval is not required for solar PV installations of this size.

SUBMITTAL REQUIREMENTS

In order to submit a complete USP application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the USP process. This permit application form can be downloaded from the Building Department's webpage at www.gardencityny.net or obtained in person in the Building Department.
- b) Construction Documents, as specified by the Building Department. Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Garden City, through adoption of the Unified Solar Permitting process, requires contractors to provide construction documents in hard copy to the Building Department, 351 Stewart Avenue, Garden City, NY 11530. The number of copies required shall be specified by the Building Department. The construction documents shall include the following:

- 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.

c) (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.

d) 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.

e) 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 Building Department in person at 351 Stewart Avenue, Garden City, NY 11530.

FEES

All permitting fees are provided in the Village fee schedule. Please contact the Building Department for more information. (516) 465-4040.

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 and the system is activated. On-site inspections can be scheduled by contacting the Building Department by telephone at (516) 465-4040.

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

1. Rough Inspection. During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards, including any electrical permit issued in conjunction with a USP. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

The Building Department may waive the requirement for a rough inspection if, in the Building Department's discretion, the nature of the project is such that a rough inspection is not necessary. It is the responsibility of the applicant to notify the Building Department before any components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector. The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

2. Final Inspection. The applicant must contact the Building Department 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 Building Department has implemented a standardized checklist for final inspections that shall be available on the Building Department's webpage and in hard copy in the Building Department. The inspection checklist provides an overview of the points of inspection for which the applicant should be prepared to show compliance.

UNIFIED SOLAR PERMITTING RESOURCES

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

- Standard (USP) Application, available on the Building Department's webpage at www.gardencityny.net and in hard copy in the Building Department, 351 Stewart Avenue, Garden City, NY 11530.

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental webpage at www.gardencityny.net or contact the Building Department at (516) 465-4040.