

PERMIT APPLICATION

NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. The Town of Milo has adopted the unified permit to streamline our process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the Code Enforcement Officer 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 Code Enforcement Officer. 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 Town of Milo and NY 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 NY State Unified Solar Permit and must submit a conventional application for a Building Permit. Please contact the Code Enforcement Officer at 315-531-8042 or via email at codeofficer@townofmilo.com.

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 of \$25, payable by to the Town of Milo. Cash, check or credit/debit card is accepted. However, please understand that an additional fee is charged for the use of a credit/debit card and payment by such cards are processed by the Town Clerk.
- Site Plan illustrating location of system and components and its distance to lot lines.
- Required Construction Documents for the solar PV system type being installed, including required attachments.
- Solar Installer's NYS Workers Compensation Insurance or exemption thereof (NYS WCB Form CE-200 for a contractor or NYS WCB Form BP-1 for the homeowner)

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 2 business days upon receipt of complete and accurate applications. The Code Enforcement Officer will provide feedback within 2 business days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Code Enforcement Officer of the Town of Milo. He/She can be reached at (315) 531-8042 or via email at codeofficer@townofmilo.com.

PROPERTY OWNER

Property Owner's First Name

Last Name

Telephone Number

Property Owner's Mailing Address

Email

Address of Property

Tax Map Identification Number

EXISTING USE

Single Family 2-4 Family Commercial Other: _____ (explain)

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.

- | | |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters Supply | <input type="checkbox"/> Load side connection with DC optimizers |
| <input type="checkbox"/> side connection with DC optimizers Supply side | <input type="checkbox"/> Load side connection with microinverters |
| <input type="checkbox"/> connection with string inverter | <input type="checkbox"/> Load side connection with string inverter |

SOLAR INSTALLATION CONTRACTOR

Solar Installer's Business Name

Solar Installer's Business Address

City

State

Zip

Solar Installer's Contact Name

Telephone Number

Fax Number

Email

THE UNDERSIGNED HEREBY ATTESTS that he/she/they is/are the property owner of the lot of record that is the subject of this application and is requesting a Building Permit to be issued by the Town of Milo. Additionally, the owner hereby certifies that the information contained in this application is accurate, true and complete to the best of his/her/their knowledge, and understands that any false statements made in this application are subject to the applicable provisions of the Penal Law of NYS. Furthermore, the owner comprehends that he/she/they is/are ultimately responsible for compliance with all local, state and/or federal laws regardless of any contractual agreements. Lastly, the owner has read this entire application, including but not limited to the attached appendixes and information sheet, and agrees to comply with the instructions contained herein.

Property Owner's 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) NYS State Unified Solar Permit / Building Permit
- b) Electrical permit review and approval by an approved Electrical Inspection Agency

Note. A site plan review by the Code Enforcement Officer is required for solar PV installations of this size to ensure compliance with the applicable provisions of the Code of the Town of Milo such as but not limited to the Zoning Law of the Town of Milo.

SUBMITTAL REQUIREMENTS

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

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process.
- b) Solar Installer's NYS Workers Compensation Insurance or exemption thereof (NYS WCB Form CE-200 for a contractor or NYS WCB Form BP-1 for the homeowner)
- c) Site Plan illustrating location of system and components and its distance to lot lines.
- d) Construction Documents as prescribed below. More information and sample documents are available for review within NYSERDA's "Understanding Solar PV Permitting and Inspecting in New York State" available at <https://www.nyserdera.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments>. Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Town of Milo, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- 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.

e) 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.

f) 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.

g) 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

Completed applications and construction documents can be submitted to the Code Enforcement Officer in person at 137 Main Street, Penn Yan, NY 14527.

Electronic submissions are acceptable and can be submitted via email to codeofficer@townofmilo.com. All construction documents must be in a viewable form such as but not limited to pdf or jpeg file format. The Town of Milo cannot accept AutoCAD file formats.

FEES

\$25 flat fee

INSPECTIONS

Once all approvals to construct the solar PV installation have been granted, the installation of a solar PV installation shall be inspected by an approved electrical inspection agency. The following agencies have been approved by the Town of Milo:

1. Atlantic Inland Inc / Inspector: Edward Hall Office: 315-595-2527
2. Commonwealth Electrical Inspection Agency / Inspector: Lou Aaron Office: 585-554-4019
3. New York Electrical Inspection Agency / Inspector: Fritz Gunther Office: 585-436-4460

Please understand that the applicant is responsible to pay any costs as it pertains to the services provided by an approved electrical inspection agency. An electrical certificate shall be submitted to the Code Enforcement Officer prior to a Certificate of Completion and/or Occupancy being issued, which such certificate legally finalizes a Building Permit.

UNIFIED SOLAR PERMITTING RESOURCES

The Town of Milo has adopted the following documents from the New York Unified Solar Permit process:

- Standard Application.
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide.

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at www.townofmilo.com or contact the Code Enforcement Officer at 315-531-8042 or via email at codeofficer@townofmilo.com.