

**UNIFIED SOLAR PERMIT  
APPLICATION & REQUIREMENTS**

Town of Genoa - Building Division  
1000 Bartnick Rd Genoa, NY 13071  
315-364-5505  
[Codes.genoa@gmail.com](mailto:Codes.genoa@gmail.com)

**PERMIT APPLICATION**

**NY State Unified Solar Permit**

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical 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 AHJ). The proposed solar PV system installation:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1. Has a DC capacity of 25 Kw or less.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2. If the property is subject to review by an Architectural or Historical Review Board, approval of this installation has been granted by the Board(s) (include a copy of the approval with the submission).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3. If the installation requires a zoning variance or special use permit, approval of this installation has been granted by the Board(s) (include a copy of the variance or special permit with the submission).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4. The system will be mounted on a structure that has a proper CO or will be ground mounted on the subject property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6. For installations on a sloped roof, the solar panels will be mounted parallel to the roof surface.

If you answered NO to any of these questions, you are not eligible for the Unified Solar Permit and must submit the conventional Building Permit Application which can be found on our website at [islipny.gov](http://islipny.gov). If you answered No to questions 2-4, you can refile this Unified Solar Permit Application once you obtain the necessary approvals.

**SUBMITTAL INSTRUCTIONS**

For projects meeting the eligibility criteria above, the documents listed in the Submittal Requirements on page 3 of this application will constitute the Unified Solar Permitting package.

Completed permit applications can be submitted via mail, or brought to the Town of Genoa 1000 Bartnick Rd.

**APPLICATION REVIEW TIMELINE**

Permit determinations will be issued within 14 calendar days of receipt of a complete and accurate application. Applicant will be notified of any issues within 14 calendar days of receiving an incomplete or inaccurate application.

**PROJECT SUMMARY (Provide a brief description of all work to be performed)**

Is this a revision to an issued permit (if yes, provide permit #)? \_\_\_\_\_

Summary of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT ADDRESS (WHERE INSTALLATION WILL OCCUR)**

\_\_\_\_\_  
# / Street City State Zip

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Tax Map Number

**EXISTING USE**

- Single Family  2-4 Family  Commercial  Other:

\_\_\_\_\_

**PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)**

Total System: \_\_\_\_\_ kW DC Per Panel: \_\_\_\_\_ kW DC  
(Systems over 25KW must use standard Town of Genoa Building Permit application.)

Will this system be owned or leased?  Owned  Leased - If leased, number of years \_\_\_\_\_

**SELECT SYSTEM CONFIGURATION (Make sure your selection matches the Construction Documents)**

- New
- Supply side connection with microinverters  Load side connection with microinverters
- Add-on to existing CO'd system
- Supply side connection with DC optimizers  Load side connection with DC optimizers
- Energy Storage System (ESS)
- Supply side connection with string inverter  Load side connection with string inverter
- If yes, # units \_\_\_\_\_

**PROPERTY OWNER**

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First Name	Last Name	Email (Required)	Phone
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Mailing Address - # Street	City	State	Zip
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**SOLAR INSTALLATION CONTRACTOR**

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Business Name	Contact Name	Email (Required)	Phone
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Business Address- # Street	City	State	Zip
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Contractor License Number(s)

## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS

### NY State Unified Solar Permit

#### SUBMITTAL REQUIREMENTS

Two sets of the following documents must be included with the initial submission:

1. Completed Unified Solar Permit Application – Pages 1 and 2 of this application must be completed in their entirety.
2. Permit Fee – \$75.00 (residential) or \$500.00 (commercial), payable in cash, credit card or check made payable to the Town of Genoa. Subject to change – refer to our website for the current fee schedule and payment methods.
3. Construction Documents – Construction Documents must comply with the NYS Uniform Code (NYSRC or NYSBC, and NYSFC) in effect at the time of application; the codes used must be referenced on the plans. Plans must be stamped and signed by a NYS Registered Design Professional. The Town of Genoa, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the
4. “Understanding Solar PV Permitting and Inspecting in New York State” document which can be found at [nyscrda.ny.gov/Solar](http://nyscrda.ny.gov/Solar) Guidebook.

Should the applicant wish to submit Construction Documents in another format, the submittal must include:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- Specification sheets for Modules (UL LISTED 1703), Inverters (UL Listed 1741) and Racking System.
- 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.

5. For Roof Mounted Systems – The roof plan must show the roof layout, solar PV panels and the following:
  - Proposed location of roof access point and access pathways
  - Solar PV system fire classification
  - Labeling and location of labels
  - Type of roof covering and the number of roof coverings installed
  - If there is more than 1 layer of roofing, the RDP is to approximate the remaining life of the roofing. The homeowner must provide a signed, notarized statement as follows:

“I hereby acknowledge the approximate \_\_\_\_ years of remaining life of the roofing shingles. I also acknowledge the Town of Islip recommends there be only a single layer of roofing under the solar panels.”
  - 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.
  - Structural calculations for the roof(s) supporting the new solar installation.
  - If the system is being mounted on the roof of an accessory structure, provide an electrical diagram for all new and/or existing equipment (i.e. Ex. Subpanels or New/Ex. overhead/underground wiring.)
6. For Ground Mounted Systems - A site plan or accurate survey showing the length and location of trenches, setbacks and screening. Anchorage and uplift attachments must also be shown.
7. For Energy Storage Systems – Manufacturer specification sheets are required for all energy storage systems equipment. Floor plans showing equipment placement are also required to ensure compliance with the NYS Uniform Code in effect at the time of submission (NYSRC or NYSBC, and NYSFC).

## APPLICATION REVIEW PROCESS

Completed permit applications can be sent via mail, or brought to the Town of Genoa Building Department drop-box at 1000 Bartnick Rd Genoa, NY.

Applications will be reviewed by Building and Plans Examiner Departments. In addition to the Submittal Requirements listed above, the following paperwork must be submitted prior to permit issuance:

1. Contractors Insurance Certificates:
  - a. NYS Workers Compensation Insurance – Town of Genoa must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE-200.
  - b. NYS Disability Insurance – The Town of Genoa must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.

## INSPECTIONS / CERTIFICATE OF OCCUPANCY

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. On-site inspections can be scheduled by contacting the Building Department at 315-364-5505. Inspection requests are typically scheduled within a five-day window.

The following is required prior to scheduling the final inspection:

1. As-built drawings and equipment specifications must be provided to the Code Department if the equipment and/or installation is different than as shown on the approved plans.
2. An Electrical Certificate or PE Certification must be submitted to the Code Department.
3. Array conductors and components must be installed in a neat and workman-like manner
4. Appropriate signs are installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect
  - Sign identifying AC point of connection

## UNIFIED SOLAR PERMITTING RESOURCES

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

- Unified Solar Permit Application
- Unified Solar Permit Submittal Requirements
- Unified Solar Permit Field Inspection meets all requirements of Local Law #1 2020 Solar Power Siting Review
- Checklist

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding the permit process, contact:

Permits Department at [codes.genoa@gmail.com](mailto:codes.genoa@gmail.com) or 315-364-5505 (before permit issuance).

