

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 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:

- 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 and must submit conventional permit applications. Permit applications may be downloaded East Bloomfield Website www.townofeastbloomfield.org or obtained in person at 99 Main Street, Bloomfield, NY 14469 during business hours Monday-Thursday 8:30-4:30 pm, Friday 8:30-12:00 PM

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 ~~.18~~ \$/sq. ft. of panels, payable by cash or check to made payable to Town of East Bloomfield
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to ebtcodeofficer@townofeastbloomfield.org or in person at 99 Main Street, Bloomfield, NY 14469 during business hours Monday-Thursday 8:30-4:30 PM, Friday 8:30-12:00 PM.

APPLICATION REVIEW TIMELINE

Generally, permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to Building and Zoning Department, ebtcodeofficer@townofeastbloomfield.org, or 585-657-7700, #4 during the hours of Monday-Thursday 8:30-4:30 pm, Friday 8:30-12:00 PM.

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)

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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
- b) Site Plan Review by Authority Having Jurisdiction (AHJ)
- c) Variance Application and approval, if applicable
- d) Mandated proof of insurances by contractors (See www.townofeastbloomfield.org for more details)

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. This permit application form can be downloaded at www.townofeastbloomfield.org
- b) Stamped Construction Documents, including all equipment specification sheets, panel layout diagram, and letter from NYS registered Architect or Professional Engineer stating array is ok to be roof mounted solar (if applicable). All other construction documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

PLAN REVIEW

Permit applications can be submitted to Building and Zoning in person at 99 Main Street, Bloomfield, NY 14469, or electronically at ebtcodeofficer@townofeastbloomfield.org

FEES

Fees for solar arrays are calculated by taking the square feet of each panel X # of panels X .17/square foot. Please contact the Building and Zoning Department for confirmation of the building permit fee.

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. On-site inspections can be scheduled by contacting Building and Zoning at (585)657-7700, #4 or electronically at ebtcodeofficer@townofeastbloomfield.org. Inspection requests received within business hours are typically scheduled by the next business day. If the next business day is not available, inspection should happen within a five-day window.

Electrical inspections (Rough and Final) are required to be completed by one of the approved third-party electrical inspection agencies that conduct business in the Town of East Bloomfield. Please check with the Building and Zoning Department for a current listing approved electrical inspection agencies.

A list of inspections will be provided at the time the building permit is issued.

UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process, which are located at www.townofeastbloomfield.org:

- 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.townofeastbloomfield.org, or by speaking with the Town of East Bloomfield Code Office at 585-657-7700, #4.