



# **BUILDING DEPARTMENT TOWN OF EAST HAMPTON**

**300 Pantigo Place – Suite 104**

**East Hampton, New York 11937**

**BUILDING INSPECTOR'S OFFICE**

**PHONE (631) 324-4145**

## **Long Island Unified Solar Permit Initiative Solar Energy System Fast Track Permit Application**

### **Requirements for Application Submittal**

*Before approval and issuance of permit(s) for a grid-tied Photovoltaic system (PV) or Residential*

*Solar Hot Water system (RSHW), the applicant shall submit:*

#### **1. Solar Energy System Fast Track Permit Application Requirements Checklist**

##### **2. Two (2) sets of plans which include:**

- *Cover Sheet must include the following: (a) Project address, map, section, block and lot # of the property; (b) Owner's name, address, phone number, (c) Name, address and phone number of the person preparing the plans;*
- *Sheet index indicating each sheet title and number;*
- *Legend for symbols, abbreviations and notations used in the drawings;*
- *Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better) as follows:*
  - **Roof Diagram** *depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria*
  - **Equipment Location Diagram** *indicating the location(s) of the (1) modules or collectors; (2) main electrical service; (3) inverter(s); (4) the location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect); (5) any interior equipment locations*
  - **One line standard electrical diagram**
- *Property Survey (only if system is proposed for an accessory structure)*

#### **3. Solar Energy System Fast Track Permit Application Requirements Checklist**



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*This form may be used for planned Photovoltaic (PV) & Residential Solar Hot Water Panel (RSHW) installations that meet the following criteria (check one for each criterion):*

- Yes**  **No**      *Is the Solar system subject to review by an Architectural.*
- Yes**  **No**      *Solar installation is to be mounted on a permitted roof structure of a residential building, or on a legal accessory structure. If on a legal accessory structure, a survey showing said structure is attached.*
- Yes**  **No**      *The roof will have no more than a single layer of roof covering in addition to the solar equipment. [At its discretion, a municipality may waive this requirement.]*
- Yes**  **No**      *Installation will be flush-mounted, parallel to and no more than 6" above the roof surface.*
- Yes**  **No**      *An 18" wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18" wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to that 18" roof ridge clearing.*
- Yes**  **No**      *Weight of the installed system will not exceed more than 5 lbs per square foot for photovoltaics and no more than 6 lbs per square foot for residential solar hot water.*
- Yes**  **No**      *The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the LIPA website.*
- Yes**  **No**      *The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type-tested certified interconnection equipment.*
- Yes**  **No**      *PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.*
- Yes**  **No**      *The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems.*
- Yes**  **No**      *The mounting system has been approved for use in New York State by a licensed professional engineer or registered architect.*

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installation Contractor Signature**

\_\_\_\_\_  
**Date**



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**Solar Energy System Fast Track Permit Application Information Sheet**

1. Property Owner \_\_\_\_\_ SCTM # \_\_\_\_\_
2. Property Address: \_\_\_\_\_ Phone: # \_\_\_\_\_
3. Is this  a grid-tied photovoltaic (PV) or  a Residential Solar Hot Water (RSHW) system? (Check One)
4. Provide the total system capacity rating (sum of all panels)  
PV System: \_\_\_\_\_ DC kilowatts  
RSHW System \_\_\_\_\_ square foot gross area: \_\_\_\_\_ kBTU/day (Clear C) per SRCCOG-100 label(s).
5. Solar Installation Contractor:  
Business Name & Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
East Hampton Town License # \_\_\_\_\_
6. What is the existing roofing material?
7. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additions gravity and wind loads of the solar energy system.
8. Provide an installation manual (or the internet address of the web-based version) for the mounting system.
9. Indicate type, brand and model size and weight including manufacturer's specification sheet of the :  
Mounting System: \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Mounting Method \_\_\_\_\_  
Inverters: \_\_\_\_\_  
Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Modules: \_\_\_\_\_  
Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Solar Installation Contractor Signature*

\_\_\_\_\_  
*Date*