



## Incorporated Village of Westhampton Beach

DEPARTMENT OF BUILDING AND ZONING  
165 Mill Road, Westhampton Beach, New York 11978  
(631) 288-3478 – Fax (631) 288-4332



# NY STATE UNIFIED SOLAR PERMIT APPLICATION

## 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 of the Village of Westhampton Beach. The proposed solar PV system installation:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. Has a rated DC capacity of 25 kW or less.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Is not subject to review by the Architectural Review Board. (If review has already been issued answer YES and attach a copy)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Does not need a zoning variance or special exception permit. (If variance or permit has already been issued answer YES and attach a copy)
<input type="checkbox"/> Yes	<input type="checkbox"/> 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.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State of New York.
<input type="checkbox"/> Yes	<input type="checkbox"/> 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 here at [westhamptonbeach.org](http://westhamptonbeach.org) or obtained in person at the above address between 9am-4pm, Monday-Friday.

## 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 (pg 1-2);
- Permitting fee of \$50 payable by cash or check made payable to Village of Westhampton Beach;
- Required Construction Documents (3 copies) for the solar PV system type being installed, including required attachments (pg 3-4).

Completed applications can be submitted electronically to [building-zoning@westhamptonbeach.org](mailto:building-zoning@westhamptonbeach.org) or in person at the above address between 9am-4pm, Monday-Friday.

## APPLICATION REVIEW TIMELINE

Permit determinations will be issued within five (5) calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within five (5) calendar days of receiving incomplete or inaccurate applications. Please see §197-44: Accessory solar energy systems of the Village Code, available through the website at [westhamptonbeach.org](http://westhamptonbeach.org), for additional local zoning information.

## FOR FURTHER INFORMATION

Questions about this permitting process may be directed to [building-zoning@westhamptonbeach.org](mailto:building-zoning@westhamptonbeach.org)

## 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    \_\_\_\_\_ Number of Panels/Modules

## SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application.

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

## SOLAR INSTALLATION CONTRACTOR

Contractor Business Name		Contact Name	
Contractor Business Address	City	State	Zip
Contractor Southampton Town Home Improv License #	Phone Number	Contractor Email	
Electrician Business Name			
Electrician Business Address	City	State	Zip
Electrician Contact Name		Phone Number	
Electrician Suffolk County License Number		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
- b) Building Permit application with plot plan for ground-mounted systems only; the Inspector reserves the right to consult with the Architectural Review Board for the adequacy of screening of proposed ground-mount installations.
- c) Electrical Permit/Inspections from Southampton Town Electrical Inspector

Planning Board/Department review IS NOT required for solar PV installations of this size.

Fire Marshal/Department approval IS NOT required for solar PV installations of this size on one- & two-family dwellings, but the Fire Marshal may review for installations on commercial and multi-family dwellings.

### 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 [westhamptonbeach.org](http://westhamptonbeach.org)
- b) Construction Documents (3 copies) in accordance with the International Residential Code of New York State Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Westhampton Beach 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.

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 & Zoning Department in person at the Municipal Building, 165 Mill Rd, Westhampton Beach and emailed to [building-zoning@westhamptonbeach.org](mailto:building-zoning@westhamptonbeach.org)

## FEES

The fee is \$50 for all accessory solar PV systems, both residential and commercial. Note: proposed PV systems that far exceed the electric usage of the principal use/buildings/structures of the subject property may be viewed as an electric production facility and not accessory to the principal use. Such installations are not eligible for this expedited New York State Unified Solar Permit application.

## 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 the Building & Zoning Department by telephone at 631-288-3478 or electronically at [building-zoning@westhamptonbeach.org](mailto:building-zoning@westhamptonbeach.org)

Inspection requests received within business hours are typically scheduled for the next *available* day. Inspections should happen within a five-day window. Electrical inspections must be scheduled through the Town of Southampton Electrical Inspector

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

**ELECTRICAL INSPECTIONS:** as prescribed by the Town of Southampton Electrical Inspector. Please call 631-287-5700 and follow the prompts to the Electrical Inspectors for inspection requirements and scheduling information. **NO OTHER ELECTRICAL INSPECTOR AGENCY OR THIRD-PARTY ELECTRICAL CERTIFICATE OF COMPLIANCE WILL BE ACCEPTED.**

**FINAL BUILDING INSPECTION:** The applicant must contact the Building & Zoning Department of the Village of Westhampton Beach 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.
- Final as-built survey for ground-mount installations
- Electrical Certificate of Compliance from Southampton Town Electrical Inspector
- Fire Marshal sign-off/inspection may be required for installations on commercial and multifamily buildings