



Town of Hempstead
Department of Buildings
1 Washington Street, Hempstead, N.Y. 11550-4923
(516) 538-8500

INSTRUCTIONS FOR FILING FOR THE INSTALLATION OF A ROOF TOP SOLAR SYSTEM

1. A completed Building Permit application form. Application forms shall be filled out in their entirety and shall be signed by the property owner NOT the lessee. All information must be typed or printed. Cross outs will void out application.
2. Three (3) copies of an existing survey showing the plot and all existing buildings and structures.
3. Two (2) plot plans indicating all existing structures and the location of the proposed system.
4. Two (2) copies of a detail of the system to be installed, such as the type, number of modules and the KW output of the system.
5. Two (2) copies of a detail of how the system is to be fastened to the roof.
6. An engineer's certification of the roof's ability to support the additional load.
7. A completed Solar Energy System Fast Track Permit Application (attached)
8. A fee in the amount of \$50.

The information contained in these sheets has been compiled in order to assist persons interested in filing for building permits.

These requirements represent the minimum standards for filing and additional information may be required.

You may schedule an appointment with a plans examiner at (516) 812-3073 to answer any questions.

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. Three (3) 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 Information Sheet

Solar Energy System Fast Track Permit Application Requirements Checklist

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 Solar installation is not subject to review by an Architectural or Historical Review Board.
- 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

Solar Energy System Fast Track Permit Application Information Sheet

1. Property Address: _____
2. Is this a grid-tied photovoltaic (PV) or a Residential Solar Hot Water (RSHW) system? (Check One)
3. 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 SRCC OG-100 label(s).

4. Solar Installation Contractor:

Business Name & Address _____

Contact Name _____

Phone Number _____

License Number(s) _____

5. What is the existing roofing material? _____

6. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system.

7. Provide an installation manual (or the internet address of a web-based version) for the mounting system.

8. Indicate type, brand and model size and weight including manufacturer's specification sheets 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