

INCORPORATED VILLAGE OF OYSTER BAY COVE
BUILDING DEPARTMENT
68 WEST MAIN ST., OYSTER BAY NEW YORK 11771
(516) 922-1071

Long Island Unified Solar Permit Initiative

Solar Energy System Fast Track Permit Application
Requirements for Application Submittal

Before approval and issuance of permits (s) for a grid-tied Photovoltaic system (PV) or Residential Solar Hot Water system (RSHSW), the applicant shall submit:

1. Solar Energy System Fast Track Permit Application Requirements Checklist

2. Two (2) sets of plans which include: Application Fee \$150

- 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 indication each sheet title and number;
- Legends 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 racking configuration on designated surface(s) to scale and dimension. The diagram should include 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria*
 - **Equipment Locations** 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**
- Recent Property survey

3. Solar Energy System Fast Track Permit Application Information Sheet

*See 2020 Residential Code of New York State Section R324.6 for required access and pathway spacing requirements

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RESIDENTIAL SOLAR PANELS INSTALLATIONS

Property Owner's name _____
Address _____
Phone No. _____ Contact Email _____

Section: _____ Block: _____ Lot: _____

Two (2) original signed and notarized applications

(See Solar Energy System Fast Track Permits Application Requirements Checklist)

- If new owner, proof of ownership –example deed, contract of sale, etc.
- Contractors and Electrician's Nassau County Home Improvement license and insurance (Workers' Compensation & Disability) with valid expiration dates.
- Fee Cash or Check to the Inc. Village of Oyster Bay Cove
Upon Application – App. fee \$150 – Upon permit approval – permit fee \$350
- **Submit this page with application**

(to be filled in by Building Department)

Application/Permit # _____ Date _____

Plan Approved by _____ Date _____

Permit issued _____ Permit Expires _____

To receive a Certificate of Compliance you must also submit the following:

1. Notarized Letter of Certification

* Notarized NYS Design Professional letter building permit number and property owners name and address. Must state that the solar panels have been installed to manufacturer's specifications and all applicable New York State Building Codes

2. Electric Certificate from an approved Recognized Agency

3. Final Installation approval

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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.
Solar installations on properties located on Cove Road, McCouns Lane, Sandy Hill Road & Yellow Cote may be subject to Planning Board approval.
- ☐ Yes ☐ No Solar installation is to be mounted on a permitted roof structure of a residential building for 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 signal layer of roof covering in addition to the solar Equipment (Building Department may waive this requirement upon PE/RA certification).
- ☐ 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 connection to the 18" roof ridge clearing. *
- ☐ Yes ☐ No Weight of the installed system will not exceed more that 5lbs. per square foot for photovoltaic and no more than 6lbs. per square foot for residential solar hot water.
- ☐ Yes ☐ No The Solar Installation Contractor complies with all licensing requirements including that of the Village of Oyster Bay Cove and is named on the pre-screened installer list on the PSEG website.
- ☐ Yes ☐ No The proposed equipment is certified under UL 1703(PV) or has an OG-100(RSHW) rating from 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 manufacture for use in grid-tied PV system.
- ☐ Yes ☐ No The mounting system has been approved for use in New York State by licensed professional engineer or registered architect.

Property Owner/Applicant's Signature

Date

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SOLAR ENERGY SYSTEM FAST TRACK PERMIT APPLICATION

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 rating (sum of all panels)
PV System: _____ DC kilowatts
RSHW System: _____ square foot gross; _____ KBTU/day (Clear C) per SCC 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 manufacture's specification sheet of the:

Mounting System: _____

Make _____ Model _____ Mounting Method _____

Inverters: _____

Quantity _____ Make _____ Model _____

Modules: _____

Quantity _____ Make _____ Model _____

Property Owner/Application's Signature (**notarized**)

Sworn to me this ____ day of _____ 20__

Solar Installation Contractor Signature

Notary stamp

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**2020 RESIDENTIAL CODE OF NEW YORK STATE SECTION 324 SOLAR
ENERGY SYSTEMS**

R324.1 General.

Solar energy systems shall comply with the provisions of this section.

R324.2 Solar thermal systems.

Solar thermal systems shall be designed and installed in accordance with Chapter 23 and the Fire Code of New York State.

R324.3 Photovoltaic systems.

Photovoltaic systems shall be designed and installed in accordance with Sections R324.3.1 through R324.7.1, NFPA 70 and the manufacturer's installation instructions.

R324.3.1 Equipment listings.

Photovoltaic panels and modules shall be listed and labeled in accordance with UL1703. Inverters shall be *listed and labeled* in accordance with UL 1741. Systems connected to the utility grid shall use inverters *listed* for utility interaction.

R324.4 Rooftop-mounted photovoltaic systems.

Rooftop-mounted *photovoltaic panel systems* installed on or above the roof covering shall be designed and installed in accordance with this section.

R324.4.1 Structural requirements.

Rooftop-mounted *photovoltaic panel systems* shall be designed to structurally support the system and withstand applicable gravity loads in accordance with Chapter 3. The roof on which these systems are installed shall be designed and constructed to support the loads imposed by such systems in accordance with Chapter 8.

R324.4.1.1 Roof load.

Portions of roof structures not covered with *photovoltaic panel systems* shall be designed for dead loads and roof loads in accordance with Sections R301.4 and R301.6. Portions of roof structures covered with *photovoltaic panel systems* shall be designed for the following load cases:

1. Dead load (including *photovoltaic panel weight*) plus snow load in accordance with Table R301.2(1).

2. Dead load (excluding *photovoltaic panel weight*) plus roof live load or snow load, whichever is greater, in accordance with Section R301.6.

R324.4.1.2 Wind load.

Rooftop-mounted *photovoltaic panel or module systems* and their supports shall be designed and installed to resist the component and cladding loads specified in Table R301.2(2), adjusted for height and exposure in accordance with Table R301.2(3).

R324.4.2 Fire classification.

Rooftop-mounted *photovoltaic panel systems* shall have the same fire classification as the roof assembly required in Section R902.

R324.4.3 Roof penetrations.

Roof penetrations shall be flashed and sealed in accordance with Chapter 9.

R324.5 Building-integrated photovoltaic systems.

Building-integrated photovoltaic systems that serve as roof coverings shall be designed and installed in accordance with Section R905.

R324.5.1 Photovoltaic shingles.

Photovoltaic shingles shall comply with Section R905.16.

R324.5.2 Fire classification.

Building-integrated photovoltaic systems shall have a fire classification in accordance with section 902.3.

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R324.6 Roof access and pathways.

Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.I. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.

Exceptions:

1. Detached, non-habitable structures, including but not limited to detached garages, parking shade structures, carports, solar trellises, and similar structures, shall not be required to provide roof access.
2. Roof access, pathways and setbacks need not be provided where the *building official* has determined that rooftop operations will not be employed.
3. These requirements shall not apply to roofs with slopes of two units vertical in 12 units horizontal (17-percent slope) or less.

[NY]R324.6.1 Pathways.

Not fewer than two pathways, on separate roof planes from lowest roof edge to ridge and not less than 36 inches (914 mm) wide, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, a pathway not less than 36 inches wide (914 mm) shall be provided from the lowest roof edge to ridge on the same roof plane as the photovoltaic array, on an adjacent roof plane, or straddling the same and adjacent roof planes. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment. Pathways on opposing roof slopes shall not be located along the same plane as the truss, rafter, or other such framing system that supports the pathway.

Exception: Access pathways shall not be required on roof slopes containing photovoltaic modules, panels, or an array where the opposing or adjacent roof slope is an *access roof*.

[NY]R324.6.2 Setback at ridge.

Photovoltaic arrays shall not be located less than 18 inches (457 mm) from a horizontal ridge.

[NY]R324.6.2.1 Reserved.

R324.6.2.2 Emergency escape and rescue opening.

Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.

R324.7 Ground-mounted photovoltaic systems.

Ground-mounted photovoltaic systems shall be designed and installed in accordance with Section R301.

R324.7.I Fire separation distances.

Ground-mounted photovoltaic systems shall be subject to the *fire separation distance* requirements determined by the local *jurisdiction*.