

APPLICATION FOR SOLAR PERMIT

Application Checklist

- ☐ Permit Application – signed and notarized
- ☐ Insurance Certificates for Solar Company and Electrician
- ☐ Worker's Compensation Statement (not on Accord form – NYS acceptable forms are C-105.2, CE-200, GSI-105.2, SI-12, or U-26.3)
- ☐ Copy of Westchester County Home Improvement License & Westchester County Electrical License
- ☐ Application Fee and Permit Fees (can all be in the same check)
- ☐ Three (3) sets of Plans
- ☐ One set of color photos (TAKEN FROM STREET – Front, Left and Right side of the home)
- ☐ 1 Sets of Engineers roof load calculations, signed and sealed
- ☐ 3rd party electrical inspector application form
- ☐ Provide email addresses on the application so we can contact you.

Note: Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for most applications. Application will be scheduled for ARB meeting if the applicant chooses to appeal the decision of the Building Inspector regarding symmetry of the panels.

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553
building@elmsfordny.org

Application Instruction for Solar Panels

Submit the Following:

- **3 Sets of plans**

Plans must include:

Site Plan, showing roof with panel layout, location of inverters, meter and other devices, driveway, garage and street/curb location and other pertinent details.

Panel mounting details and specifications

Structural details and reinforcing – when needed

Wiring diagram

Safety Labels

Specifications for panels, inverters, clips, and other details

- **One Set of color photos** showing the entire house **taken from street level**, each set must include one photo each of the left side, right side and front of the house.
- **One Set of roof loading calculations** with engineer's certification, must have an original signature and seal from a NYS licensed structural engineer. If roof framing requires reinforcement, signed and sealed structural plans are required.
- **Solar Permit Application** including proxy statement signed by the homeowner, Application fee, Permit fee (based on the entire cost of the job - see application for fee schedule) Electrical Permit Fee, Proof of workmen's compensation and liability insurance naming the Village of Elmsford as additional Insured for both Solar Contractor and Electrician. The Workmen's comp. insurance must be on the appropriate NYS approved form, (not on an accord form), a copy of the electricians Westchester County License, and a complete 3rd party inspection form from one of the three Village approved inspection agencies:
 - New York Electrical Inspection Service
 - State-Wide Electrical Inspection Service.
 - Better Homes Electrical Inspection Service

Review Process:

Plans are reviewed for completeness and compliance with Codes and for symmetry of the solar panels .

NOTE: Comments on plans will be emailed to the applicant's email address provided on the application.

If applicant does not agree with Building Inspector's comments regarding symmetry of the panels, the application will be placed on the agenda for the next available Architectural Review Board Meeting. Applicant must submit 8 additional sets of plans and a photo rendering of the panels on the roof taken from street level. Applicant must then attend the meeting to address any questions the Board has on the application.

Completion:

Call to notify the Building Department when work begins. Upon completion of the installation, submit the Electrical Inspection Certificate along with a signed and sealed letter from the Design Engineer certifying that the work was performed in accordance with the plans. A final inspection is then scheduled and when the inspection passes, a certificate of completion is issued. **Failure to close permits will result in no new permits being issued for the solar contractor.**

Permit Fee Schedule:

Application Fee:	\$160.00	
Building Permit Fee (Solar Contractor):	\$12.50 per \$1,000.00 of total construction cost \$75 flat fee for construction cost under \$6,000	
Electrical Permit Fee:	\$0 to \$1,000 (Electrical Work Cost)	\$100.00
	\$1,001 to \$5,000	\$150.00
	Over \$5,000	3% of cost of the Electrical Work

Permit No.: _____

Date: _____

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Total Fee: _____

Application fee \$ **160**

+ Building Permit fee \$ _____

+ Electrical Permit Fee \$ _____

RESIDENTIAL SOLAR PERMIT APPLICATION

Application is hereby made to the Building Department for the issuance of Permits pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Village of Elmsford and laws of New York State. It is further agreed that the system will not be placed in operation until a Certificate of Completion has been issued.

Application Fee: **\$160**

SITE DATA:

SBL: 5. _____ - _____ - _____

Street Address: _____

Project Description _____

The following information is to be completed in full.

OWNER:

Name: _____

Address: _____

Phone: _____

Cellular: _____

Email: _____

APPLICANT: Applicant is: ☐ Owner ☐ Contractor ☐ Other _____ (complete on next page if "Other")

SOLAR CONTRACTOR (General Contractor):

Name: _____

(Westchester County Home Imp. License No.)

Address: _____

Phone: _____

Cellular: _____

Email **required**: _____

Total Cost of Construction : \$ _____ (**see page 2)

Building Permit Fee: _____

ELECTRICAL CONTRACTOR:

Name: _____

(Westchester County Electrician's License No.)

Address: _____

Phone: _____

Cellular: _____

Email: _____

Cost of Electrical Work: \$ _____ (**see page 2)

Electrical Permit Fee: _____

ENGINEER

Name: _____

(New York State Registration #)

Address: _____

Phone: _____

Cellular: _____

Email: _____

APPLICANT: (If other than Owner or Contractor)

Name: _____

Phone: _____

Address: _____

Cellular: _____

Email: _____

COST OF CONSTRUCTION OR VALUATION:

** Cost of Construction or Valuation = Valuation or Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done previously without permit or new in connection therewith, exclusive of the cost of the land. The estimated cost shall include all costs related to the above-described project and shall include all labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable valuation or estimate for construction is not provided, the Building Inspector shall determine the amount. If the final cost is less than the estimated cost stated in this Application for Building Permit, no portion of the fee paid upon the filing of the Certificate of Compliance application will be refunded) [see fee schedule on Page 4]

AUTHORIZATION:

State of New York, County of _____, _____ being duly sworn deposes and says they are the owner or authorized representative by attached completed proxy statement and are duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me Owner or Authorized Representative Signature: _____

this _____ day of _____, 20 _____ Print Name: _____

Notary Public: _____

Seal

DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY

Building Department Review By: _____ Date: _____

☐ Disapproved ☐ Approved

Zone: _____ Section - Block - Lot: 5 - _____ - _____

☐ Contractors Insurance & Workers Comp Included and up to date☐ Engineers Stamped Calculations☐ Electricians Insurance & Workers Comp Included and up to date☐ 3rd Party Electrical Inspection Form☐ Electricians License Copy Included☐ ARB Referral : _____

Village of Elmsford

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15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 345-1553
Fax (914) 592-8129
building@elmsfordny.org

PROXY STATEMENT

Proxy is required for all applications when anyone other than the Homeowner is signing the application.

Date: _____

State of _____) ss:

County of _____)

_____ being duly sworn, deposes and says the he/she resides at
(Homeowner's full name)

_____ in the County of _____ and the State of _____
(Street, City/Town) (County) (State)

and that he/she is the owner of _____, the premises described in the attached
(Street Address)

application and that he/she has authorized _____ to make the attached
(Applicant Name – Solar Company)

application for installation of Solar Panels and to represent them at all Board and/or Commission meetings, and has

authorized _____ to make the attached application for Electrical Work
(Electrician's Name)

Sworn to before me this

_____ day of _____, 20_____

Signature of Homeowner

Notary Public or Commissioner of Deeds

Seal