

**Town of Concord  
Solar Panel Permit**

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1. Property Owner:

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Section

\_\_\_\_\_  
Block

\_\_\_\_\_  
Lot Number

2. Existing Use:

Single Family       2-4 Family       Commercial       Other

3. Provide the total system capacity rating (sum of all panels)

PV System: \_\_\_\_\_ kW-DC

4. Solar Installation Contractor:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
License Number(s)

5. What is the existing roofing material?

\_\_\_\_\_

6. Provide method and type of weatherproofing for roof penetrations (i.e. flashing, caulk).

\_\_\_\_\_

7. Is the mounting structure an engineered product designed to mount PV modules?  
 Yes  No If no, provide details of structural attachment in a letter certified by a design professional.

8. For manufactured mounting systems, provide the following information about the mounting system:

a) Mounting System Manufacturer \_\_\_\_\_

b) Product Name and Model Number \_\_\_\_\_

c) Total Weight of PV Modules and Rails \_\_\_\_\_ lbs.

d) Total Number of Attachment Points \_\_\_\_\_

e) Weight per Attachment Point (c÷d) \_\_\_\_\_ lbs.

f) Maximum Spacing Between Attachment Points on a Rail \_\_\_\_\_ inches  
(see product manual for maximum spacing allowed based on maximum design wind speed)

g) Total Surface Area of PV Modules (square feet) \_\_\_\_\_ ft<sup>2</sup>

h) Distributed Weight of PV Module on Roof (c÷g) \_\_\_\_\_ lbs./ft<sup>2</sup>

9. Indicate quantity, brand, make and model of the:  
Inverter(s):

Quantity	Make	Model
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Module(s):

Quantity	Make	Model
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Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to participate in this expedited process.

10. Total value of project \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and Will be provided within 7 days of inspection report.

## Eligibility Checklist – STEP 2

- Yes  No 1. Solar installation has a rated capacity of 12 kW or less.
- Yes  No 2. Solar installation is not subject to review by an Architectural or Historical Review Board.
- Yes  No 3. Solar installation does not need a zoning variance.
- Yes  No 4. Solar installation is to be mounted on a permitted roof structure of a building, or on a legal accessory structure. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes  No 5. Solar installation is compliant with all applicable electrical and building codes.
- Yes  No 6. Solar installation is compliant with New York State Fire Code.
- Yes  No 7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the state.
- Yes  No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.
- Yes  No 9. The PV system and all components will be installed per the manufacturer's specifications.
- Yes  No 10. The project will comply with adopted National Electrical Code requirements.
- Yes  No 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).
- Yes  No 12. The system is to be mounted parallel to the roof structure, or tilted with no more than an 18 inch gap between the module frame and the roof surface.
- Yes  No 13. The system will have a distributed weight of less than 5 pounds per square foot or less than 45 pounds per attachment point to roof.