Town of Concord
86 Franklin Street
PO Box 368
Springville, New York 14141
(716) 592-4948

REQUIREMENTS FOR APPLICATION FOR SOLAR PANEL PERMIT

ALL FEES ARE NON-REFUNDABLE

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending proper completion of forms, submission of approved plans and approval by municipal. All applicants must submit:

1. Unified Solar Permit for Small-Scale Photovoltaic Eligibility Checklist – STEP 2

2. Three (3) sets of plans that include:

   - Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
   - One-Line or 3-Line Electrical Diagram. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
   - Specifications Sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.
   - All diagrams and plans must include the following: (a) Project address, section, block and lot number of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; (d) System capacity in kW-DC.

3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application – STEP 3

4. Permit Fee Amount: $100.00

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 25 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.

Solar Panel Permit Application – STEP 3 **ALL FEES ARE NON-REFUNDABLE**

PERMIT#_____

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^2

h) Distributed Weight of PV Module on Roof (c÷g)_____lbs./ft^2

9. Indicate quantity, brand, make and model of the:

Inverter(s):

_____ _____ _____
Quantity Make Model

Module(s):

_____ _____ _____
Quantity Make Model

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 Fee: $100.00 **All fees are non-refundable.**
Date Paid:_____

_____
Code Enforcement Officer Date