



TOWN OF GREECE TECHNICAL SERVICES

One Vince Tofany Boulevard
Greece, NY 14612

Phone: 585-723-2443 Fax: 585-723-2457

William D. Reilich
Supervisor

SOLAR PERMIT APPLICATION (Part 1 of 3)

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (w or c) \_\_\_\_\_ Phone: (w) \_\_\_\_\_ (c) \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Carbon Monoxide Alarm: YES/NO (NYS Law requires carbon monoxide alarms in all residences)

Value of Construction: \$ \_\_\_\_\_ Describe project in detail: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\*\*\*\*\*
A building permit expires 12 months from the date of permit issuance. Life safety - pools, pool decks, furnaces, etc. expire at 3 months. Application is hereby made to the building office for the issuance of a building/plumbing permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application (which are part of these requirements), and also will allow all inspectors to enter the premises for the required inspections.

Applicant Name (please print clearly) Contractor Name (please print clearly) Greece Registered Plumber Name (please print clearly)

Applicant Signature Contractor Signature Greece Registered Plumber Signature

Table with 3 columns: FEES, Complete permit package check list, Permit Review. Includes items like Recreation, Town Sewer, Instrument Survey Map, etc.



William D. Reilich  
Supervisor

## TOWN OF GREECE TECHNICAL SERVICES

One Vince Tofany Boulevard  
Greece, NY 14612  
Phone: 585-723-2443  
Fax: 585-723-2457

# SOLAR PERMIT APPLICATION (Part 2 of 3)

### PROPERTY OWNER

Property Owner's First Name Last Name Title

Property Address

City State ZIP Code

### EXISTING USE

\_\_\_\_\_  
\_\_\_\_\_

### PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

- Single Family     2-4 Family     Commercial     Other

### SELECT SYSTEMS CONFIGURATION

Solar PV System: \_\_\_\_\_ kW DC

Make sure your selection matches the Construction Documents included with this application.

### SOLAR INSTALLATION CONTRACTOR

- microinverters Supply side connection     connection

(continued on other side)

---

*Contractor Business Name*

---

*Contractor Business Address*

*City*

*State*

*Zip*

---

*Contractor Contact Name*

*Phone Number*

---

*Contractor License Number(s) OPTIONAL*

*Contractor Email*

---

*Electrician Business Name*

---

*Electrician Business Address*

*City*

*State*

*Zip*

---

*Electrician Contact Name*

*Phone Number*

---

*Electrician License Number(s) OPTIONAL*

*Electrician Email*

---

*Property Owner Signature*

*Date*

---

*Solar Installation Company Representative Signature*

*Date*



William D. Reilich  
Supervisor

## TOWN OF GREECE TECHNICAL SERVICES

One Vince Tofany Boulevard  
Greece, NY 14612

Phone: 585-723-2443 Fax: 585-723-2457

# SOLAR PERMIT APPLICATION (Part 3 of 3) NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

### PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting the application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- Yes  No 1. Has a rated DC capacity of 25 kW or less.
- Yes  No 2. Is not subject to review by an Architectural or Historical Review Board.  
(If review has already been issued answer YES and attach a copy.)
- Yes  No 3. Does not need a zoning variance or special use permit.  
(If variance or permit has already been issued answer YES and attach a copy.)
- Yes  No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes  No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes  No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: [www.greecenyny.gov](http://www.greecenyny.gov) or obtained in person at Town of Greece Building Department (1 Vince Tofany Blvd, Greece, NY 14612) during the business hours of 9:00am – 5:00pm.

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fees payable by credit card or check made out to Town of Greece.
- Required Construction Documents of the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person at Town of Greece Building Department (1 Vince Tofany Blvd, Greece, NY 14612) during the business hours of 9:00am – 5:00pm.

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 10-15 business days upon receipt of complete and accurate applications. The municipality will provide feedback within 10-15 business days of receiving incomplete or inaccurate applications.

### FOR FURTHER INSTRUCTIONS

Questions about this permitting process may be directed to Town of Greece Building Department at 585-723-2443.

## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

# NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

### PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) Building Permit

Planning review may be required for solar installations of this size.

Fire Marshall approval may be required for solar installations of this size.

### SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at [www.greeceny.gov](http://www.greeceny.gov).
- b) Construction Documents, with listed attachments (Samples are available in Understanding Solar PV Permitting and Inspecting in New York State at [www.greeceny.gov](http://www.greeceny.gov)). Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Professional Engineer.

Town of Greece, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer / model number / quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of the GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection).
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

- c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.
- d) Provide construction drawings with the following information:
  - The type of roof covering and the number of roof coverings installed.
  - Type of roof framing, size of members, and spacing.
  - Weight of panels, support locations, and method of attachment.
  - Framing plan and details for any work necessary to strengthen the existing roof structure.
  - Site-specific structural calculations.
- e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

**PLAN REVIEW**

Permit applications can be submitted to the Town of Greece Building Department in person at 1 Vince Tofany Blvd, Greece, NY 14612.

**FEES**

Permit Type	Fee Type	Amount	Minimum
-------------	----------	--------	---------

**Commercial**

Based on the following valuation table:

From	To			
\$ 0.	9,999.	Flat	\$ 150.	---
\$ 10,000.	29,999.	Flat	\$ 300.	---
\$ 30,000.	49,999.	Flat	\$ 500.	---
\$ 50,000.	89,999.	Flat	\$ 700.	---
\$ 90,000.	(and up)	Value	Cost x .008	---

**Residential**

Based on the following valuation table:

From	To			
\$ 0.	4,999.	Flat	\$ 50.	---
\$ 5,000.	14,999.	Flat	\$ 80.	---
\$ 15,000.	29,999.	Flat	\$ 150.	---
\$ 30,000.	49,999.	Flat	\$ 300.	---
\$ 50,000.	(and up)	Value	Cost x .007	---

**INSPECTIONS**

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting the Building Department Inspection Line at (585) 723-1923.

Inspection requests received during business hours are typically scheduled within a 3-5 day window, Monday-Friday.

Third-party inspections are required by a registered design professional / architect or engineer.

Third-party electric inspections are required by one of the following companies:

- Commonwealth Electrical Inspection Services – (585) 624-2380
- Middle Department Inspection Agency – (585) 454-5191
- New York Electrical Inspection Agency, Fritz Gunther – (585) 436-4460

In order to receive final approval, the following inspections are required:

**ROUGH INSPECTION (BY TOWN OF GREECE AND THIRD-PARTY INSPECTORS) –**

During a rough inspection, the applicant must demonstrate that the work in progress complies with the relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify the Town of Greece Building Department and Third-Party Inspectors before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector.

The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

**FINAL INSPECTION (BY TOWN OF GREECE AND THIRD-PARTY INSPECTORS) –**

The applicant must contact the Town of Greece Building Department and Third-Party Inspectors when ready for a final inspection. During the inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including:
  - Examples of array attachment point and flashing / sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method / device.
  - Module and microinverter / DC optimizer nameplates.
  - Microinverter / DC optimizer attachment.

Town of Greece has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: [www.greeceny.gov](http://www.greeceny.gov).

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number matches plans and specification sheets number.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly secured.
- Electrical boxes and connections are suitable for environment.
- Appropriate signs are properly constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect.
  - Sign identifying AC point of connection.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.

- Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

#### UNIFIED SOLAR PERMITTING RESOURCE

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process:

Delete any documents not adapted by the jurisdiction.

- Standard Application ( [www.greeceny.gov](http://www.greeceny.gov) )
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide ( [www.greeceny.gov](http://www.greeceny.gov) )

#### DEPARTMENT CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at [www.greeceny.gov](http://www.greeceny.gov) or contact the Building Department at (585) 723-2443.