

# Town of Canadice – Unified Solar Permit Application

## PROJECT ELIGIBILITY

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

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. Has a rated DC capacity of 25 kW or less. (Projects greater than 25 kW must first submit an application to the Town Planning Board for a site plan review.)  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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.)  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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.)  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. The Solar Installation Contractor complies with all licensing and other requirements of the Town of Canadice and the State.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.  |

Solar PV systems not meeting these eligibility criteria are not eligible for the Unified Solar Permit. A conventional building permit application must be used and may be downloaded at [www.canadice.org](http://www.canadice.org) or obtained in person at the Town Building Department, 5949 County Road 37, Springwater, NY 14560 during business hours Tue, Wed, Thu 9:00 a.m. – 3:00 p.m.

## EXISTING USE

Single Family       2-4 Family       Commercial       Other

## TOTAL SYSTEM CAPACITY RATING (sum of all panels)

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

## SELECT SYSTEM CONFIGURATION

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

- |  |  |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters  | <input type="checkbox"/> Load side connection with DC optimizers   |
| <input type="checkbox"/> Supply side connection with DC optimizers   | <input type="checkbox"/> Load side connection with microinverters  |
| <input type="checkbox"/> Supply side connection with string inverter | <input type="checkbox"/> Load side connection with string inverter |

## 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.
- Permit application fee of \$50/residential or \$100/commercial, cash or check (payable to the Town of Canadice.)
- Required Construction Documents for the solar PV system type being installed, including required attachments.
- Contractor's certificates of insurance for 1) general liability and 2) Workers' Compensation.

Completed permit application and fee can be submitted by mail or in person to

Building Department  
Town of Canadice  
5949 County Road 37  
Springwater, NY 14560

## FURTHER INFORMATION

For additional information regarding this permit process, please consult our departmental website at [www.canadice.org](http://www.canadice.org) or contact the Town of Canadice Building Department at 585.367.2050 Ext. 3# or [ceo@canadice.org](mailto:ceo@canadice.org).

**PROPERTY OWNER**

Property Owner's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Property Address \_\_\_\_\_ Email address \_\_\_\_\_

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

Mailing Address (if different from above) \_\_\_\_\_

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

**SOLAR INSTALLATION CONTRACTOR**

Include *current* Certificates of: **A) General Liability Insurance**, and **B) Workmens' Compensation** (or Exemption Form CE-200) \_\_\_\_\_ \$ \_\_\_\_\_ Cost of materials & labor

Contractor Business Name \_\_\_\_\_ Business phone number \_\_\_\_\_

Contractor License Number(s) \_\_\_\_\_ Business e-mail \_\_\_\_\_

Contractor Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Contact Name \_\_\_\_\_ Contact's businphone number and e-mail \_\_\_\_\_

Electrician Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Electrician Contact Name \_\_\_\_\_ Electrician's business phone number \_\_\_\_\_

Electrician License Number(s) \_\_\_\_\_ Electrician's business email \_\_\_\_\_

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit this solar permit application.

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

Solar Installation Company Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL USE ONLY**

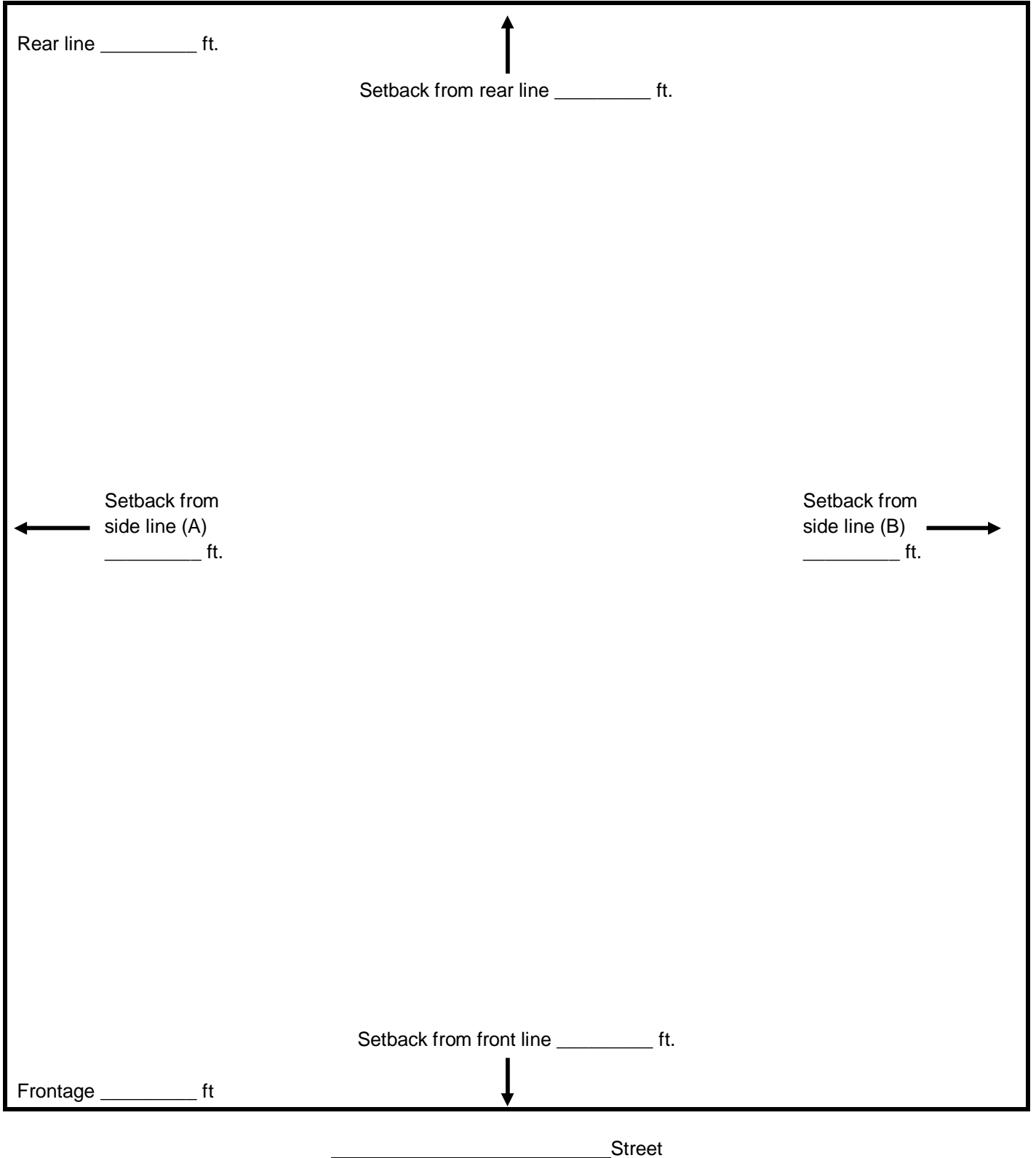
Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Town Clerk \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fee Paid \$ \_\_\_\_\_ Permit # \_\_\_\_\_ Plans approved by \_\_\_\_\_

Approved  Not approved Tax Map ID No. \_\_\_\_\_ District \_\_\_\_\_

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Indicate whether it is an interior or corner lot.



# SUBMITTAL REQUIREMENTS - SOLAR PV 25KW OR LESS (Attachments) for the

## Town of Canadice - Unified Solar Permit Application

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.

### SUBMITTAL REQUIREMENTS

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

- a) This completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at [www.canadice.org](http://www.canadice.org).
- b) Construction Documents, with listed attachments. *Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.*

The Town of Canadice, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the 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 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 capacity in thousands).
- Ratings of service entrance conductors (size insulation 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.
- (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.
- 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.
- 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.

### PERMIT APPLICATION FEES

\$50/residential -or- \$100/commercial. Cash or check (payable to the Town of Canadice.)

## REQUIRED 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 code inspections can be scheduled by contacting the Town Building Department by telephone at 585.367.2050 Ext. 3# or electronically at [ceo@canadice.org](mailto:ceo@canadice.org). It is the applicant's responsibility to contract with a third-party certified electrical inspector.

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

- 1) ROUGH CODES INSPECTION – Conducted by the Town Code Enforcement Officer.
- 2) ROUGH ELECTRICAL INSPECTION - Conducted by a third-party NYS certified electrical inspector.  
The purpose of the rough inspections is to allow the inspectors 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 inspectors before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspectors.
- 3) FINAL ELECTRICAL INSPECTION - Conducted by a third-party NYS certified electrical inspector.
  - A copy of the final *Certificate of Inspection* must be submitted to the Town Building Department.
- 4) FINAL CODES INSPECTION - Conducted by the Town Code Enforcement Officer.  
During this 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:
    - Example 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.

The Town of Canadice has adopted a standardized inspection checklist, which can be found in the *Understanding Solar PV Permitting and Inspecting in New York State* document, which also includes sample construction documents, design review checklist, and labelling guide and can be found online at [www.nyserda.ny.gov/](http://www.nyserda.ny.gov/).

Some common checks include:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- 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.