INCORPORATED VILLAGE OF
Roslyn Harbor
BUILDING DEPARTMENT
500 Motts Cove Road South, Roslyn Harbor, NY 11576
516-621-0368 (O) 516-621-1803 (F)

Fast Track Solar Permit Application

NY State Unified Solar Permit

Upon approval of this application and supporting documentation, the Village of Roslyn Harbor Building Department will issue a building permit for the solar PV installation described herein.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

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 Building Department).

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 (USP) and must submit conventional permit applications. Permit applications may be downloaded on the ***Permit Applications*** webpage at www.roslynharbor.org or obtained in person at the Building Department, located at 500 Motts Cove Road South, Roslyn Harbor, NY 11576 during business hours 8:00 AM to 2:00 PM, Monday through Thursday, excluding holidays.

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 fee of $500, payable by cash or check payable to "Village of Roslyn Harbor".
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person at the Building Department, located at 500 Motts Cove Road South, Roslyn Harbor, NY 11576 during business hours 8:00 AM to 2:00 PM, Monday through Thursday, excluding holidays.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 6 weeks upon receipt of complete and accurate applications. The municipality will provide feedback within 7 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Building Department (516) 621-0368.

PROPERTY OWNER

Property Owner's First Name | Last Name | Title

Property Address

City | State | Zip

Section | Block | Lot Number

EXISTING USE

☐ Single Family ☐ 2-4 Family ☐ Commercial ☐ Other

PROVIDE THE 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.

☐ Supply side connection with microinverters
☐ Supply side connection with DC optimizers
☐ Supply side connection with string inverter
☐ Load side connection with DC optimizers
☐ Load side connection with microinverters
☐ Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address | City | State | Zip

Contractor Contact Name | Phone Number

Contractor License Number(s) | Contractor Email

Electrician Business Name

Electrician Business Address | City | State | Zip

Electrician Contact Name | Phone Number

Electrician License Number(s) | Electrician Email

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

Property Owner's Signature | Date

Solar Installation Company Representative Signature | Date

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 (USP) Application.

b) Building Permit.

Prior Planning Board review may be required, if applicable.

Fire Department approval is not required for solar PV 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 USP process. This permit application form can be downloaded at the ***Permits Applications*** webpage at www.roslynharbor.org or obtained in person in the Building Department.

b) Construction Documents, as specified by the Building Department. Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Roslyn Harbor, through adopting the Unified Solar Permitting process, requires contractors to provide original construction documents to the Building Department, 500 Motts Cove Road South, Roslyn Harbor, NY 11576. The number of copies required shall be specified by the Building Department.

Construction Documents shall include the following:

- 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.

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 in person to the Building Department at 500 Motts Cove Road South, Roslyn Harbor, NY 11576.

FEES

Unified Solar Permit Fee is $500.

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 and the system is activated. On-site inspections can be scheduled by contacting the Building Department at (516) 621-0368.

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

1. Electrical Underwriters (Third Party). Rough and Final Inspections required. A Final Underwriters Certificate must be submitted to the Building Department. 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.

The Building Department may waive the requirement for a rough inspection if, in the Building Department's discretion, the nature of the project is such that a rough inspection is not necessary. It is the responsibility of the applicant to notify the Building Department 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.

2. Final Inspection. The applicant must contact the Building Department when ready for a final inspection. 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 Building Department has implemented a standardized inspection checklist for final inspections, which can be found on the Permit Applications webpage or a hard copy in the Building Department.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance.

UNIFIED SOLAR PERMITTING RESOURCES

The Village has adopted the following documents from the New York Unified Solar Permit process: Standard (USP) Application, available on the Permit Applications webpage at www.roslynharbor.org and in hard copy in the Building Department, 500 Motts Cove Road South, Roslyn Harbor, NY 11576.

- *Understanding Solar PV Permitting and Inspecting in New York State* document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide can be found on the Permit Applications webpage at www.roslynharbor.org

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please contact the Building Department at (516) 621-0368.

BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY
240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)	N.E.S.W. SIDE OF	
ADDRESS OF PROPERTY		Check one	NAME OF BUSINESS
CITY, TOWN, VILLAGE	ZIP	☐ OWNER OR ☐ LESSEE	CONTACT PERSON/OWNER
ESTIMATED COST OF CONSTRUCTION:			ADDRESS
			CITY, STATE, ZIP
WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION		PHONE
PERMIT EXP DATE	☐ STEEL		EMAIL
LOT SIZE S.F.	☐ MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS	
# BLDGS ON LOT	☐ FRAME	PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY

- ☐ NEW BUILDING
- ☐ ADDITION (CHANGE IN S.F.)
- ☐ DEMOLITION
- ☐ ALTERATION (NO CHANGE IN S.F.)
- ☐ MAINTAIN (PRE-EXISTING)
- ☐ RECONSTRUCTION
- ☐ DECK, TERRACE, PORCH, CARPORT
- ☐ DORMERS
- ☐ OTHER _____
- ☐ FIRE DAMAGE
- ☐ GARAGE/ OUT BUILDING
- ☐ HVAC
- ☐ PLUMBING
- ☐ RELOCATION
- ☐ REPLACEMENT
- ☐ SWIMMING POOL
- ☐ TENNIS COURT
- ☐ CHANGE IN USE

DOES RESIDENCE HAVE THE FOLLOWING

CENTRAL AIR YES ☐ NO ☐

FINISHED ATTIC YES ☐ NO ☐

BASEMENT FINISH

1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES ☐	NO ☐
VARIANCE OBTAINED	YES ☐	NO ☐
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES ☐	NO ☐
SURVEY ENCLOSED	YES ☐	NO ☐

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

Address of Applicant/Contact Person Telephone

FIELD REPORT ON REVERSE

Rev 08/11

TOWN | SCHOOL DISTRICT | SECTION | BLOCK | LOT(S) | CA # OR BLDG # | UNIT # | DATE

INCORPORATED VILLAGE OF

Roslyn Harbor

DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

(a) is the applicant, or

(b) is an officer, director, partner or employee of the applicant, or

(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law. 1

4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

_____, being duly sworn, deposes and says

1. I am the _____ of the attached application.
(Owner, Contractor Vendee)
2. I make this affidavit for the purposes of complying with the requirements for the General Law Municipal Law Section 809.
3. No state officer of the State of New York, and no officer or employee of the County of Nassau, Town of North Hempstead, Town of Oyster Bay, or the Village of Roslyn Harbor has any interest in the person, partnership or association making the application to which is attached.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____

_____ _____

NOTARY PUBLIC Signature Date

INCORPORATED VILLAGE OF

Roslyn Harbor

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that Applicant resides at _____, and is the owner of the property hereinbefore described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true and complete to Deponent's knowledge, and hereby authorizes_____ with address at _____ as his agent to make this application and to enter into agreements with respect to the subject property.

- ***If Corporate Applicant:***

_____

Full Name of Corporation *Title* *Address of Corporation*

_____
Owner's Signature

Sworn to before me this
___ Day of 20___

_____
Notary Public

AFFIDAVIT OF APPLICANT DESIGNEE

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

*(Applicant)*_____, being duly sworn, deposes and says that he resides at_____; and that he is the _____ of the property herein described and is authorized by
(Architect, Engineer, Builder, Contractor)
the Owner to make the foregoing application and that the statements contained herein and in any papers submitted herewith are in all respects true and complete.

_____
Applicant's Signature

Sworn to before me this
___ Day of 20___

_____
Notary Public

INCORPORATED VILLAGE OF

Roslyn Harbor

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The Vendor/Contractor shall indemnify and hold harmless the Inc. Village of Roslyn Harbor, its officers, employees, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable of unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Vendor/Contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the forgoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the Inc. Village of Roslyn Harbor its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the Inc. Village of Roslyn Harbor. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the ____ day of _____, 202___.

_____
Name of Firm

_____
Address

_____
Contractor's Signature

_____
(Please Print Name and Title)

Witness:

_____
Signature

_____
Date

_____
Print Name

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Nicole Morton
SALERNO BROKERAGE CORPORATION 117 Oak Drive Syosset NY 11791	PHONE (A/C, No, Ext): (516) 364-4044 FAX (A/C, No): (516) 364-5901 E-MAIL ADDRESS:
INSURED NAME ADDRESS CITY NY ZIPCODE	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: INSURANCE CARRIER NAME INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** PERMIT SAMPLE **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X		POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	X		POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PERMIT NAME:

PERMIT ADDRESS:

The Inc. Village of Roslyn Harbor and all appointed and elected officials, employees and volunteers are included as an additional insured using ISO form CG2026 or equivalent.

CERTIFICATE HOLDER

Inc. Village of Roslyn Harbor
500 Motts Cove Road South
Roslyn Harbor, NY 11576

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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