



Solar PTA Pro-Cert FAQ

1. Can I professionally certify (use Hub Self-Service) solar PTA jobs?

Yes! Starting [January 1, 2016](#), the DOB will be accepting solar PTA applications using Hub Self-Service that meet the following criteria:

- a) Produce a maximum of 10 kilowatts of power;
- b) Are installed on one or two family homes; and
- c) Are installed on pitched roofs with a slope of 9.5 degrees or greater.

Notes:

- Up until January 1, 2016, all solar PTA jobs had to go through Hub Full-Service. This review process is still available and must be used for jobs that do not meet the above criteria.
- As of March 2016, FDNY reduced the slope requirement for “flat” roofs from 20 degrees to 9.5 degrees for certain one and two-family homes.

2. If a job has a flat roof as well as a pitched roof, is it eligible for Self-Service and a PTA?

No. If a job has a flat roof, even if it is just part of the job, it is ineligible. For Hub Self Service it must be a pitched roof.

3. What is the difference between Full Service and Self-Service for solar PTA jobs?

An application that is Professionally Certified through Hub Self-Service goes through the same pre-filing, payment and data entry process as Hub Full-Service; however, the application will be approved immediately upon filing if all required documents are present. The chart below explains some other distinctions.

| SOLAR PTA JOB PROCESSES | | |
|-------------------------|---|---|
| | Hub Self-Service | Hub Full-Service |
| Filing | File as “professional certification” Forms the same as Full-Service but include AOS1 POC1 Can be only filed online through Hub Self-Service | File as “professional certification of objections” Forms the same as Self-Service excluding AOS1 and POC1 Can only be filed through the Hub Full- Service |
| Review | Administrative Quality Assurance | Hub Plan Examiner will review and may issue objections, which are resolved by |

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| | | resubmission with “self-certification of objections” |
| Application Approval Time | Immediately upon paying online | Varies, depending on completeness of application |
| Approval Notification | The applicant can check the application status using the Buildings Information System (BIS) Automatic notification during various steps in process | Automatic notification of approval |
| Post Approval Amendments (PAAs) | All PAAs are processed at the borough office. | PAAs are optional by electronic submission (or through borough office, if not applying for the PTA) |
| Obtaining a Permit | Upon application approval, opt for “processing permit” and upload the signed and notarized PW2. Permit will usually be issued within 24-48 hours. | Upon approval, upload signed and notarized PW2, then request permit. Permit will be issued within 24-48 hours Permits are optional by electronic submission (or through borough office, if not applying for the PTA) |
| Audit | 20% of all jobs will be audited. | Jobs that have not adequately responded to a plan reviewer’s comments may be audited. |
| Cost | Filing fees the same as Full-Service | Filing fees the same as Self-Service |
| Note: The above applies when projects are filed correctly. | | |

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4. Do I still need to fill out a PTA4 form?

Yes. You will need to fill out and upload the PTA4 form during initial submission to obtain the tax abatement.

5. Is the PTA4 form required at the beginning of the permit process, at the end or both?

PTA4 form is required for initial filing and prior to sign-off. PTA4 forms can be revised and uploaded at any time before sign off.

6. What is the difference between professional certification and professional certification of objections?

“Professional Certification” is the DOB Development Hub’s **Self-Service** review process.

“Professional Certification of Objections” is the DOB Development Hub’s **Full-Service** review process.

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7. Will going through Self-Service for solar PTA jobs shorten the permit approval timeline?

Yes. Filing solar PTA jobs through Self-Service will drastically shorten the approval timeline as there is no plan review. The application approval is immediate upon submission; and the permit is granted shortly thereafter.

8. When will I know if my solar PTA application has been approved under Self-Service?

Upon submitting and paying the fees, the project will appear approved on [Buildings Information System](#) (BIS). Approved plans are automatically available for the applicant of record to download, and will receive an automatic notification. The applicant must download, print and save the plan within 30 days of approval. After 30 days, the approved plans will not be available online for downloading.

9. What forms will need to be submitted to obtain the construction permit?

You must submit the same forms as you would for Hub Full Service. See [standardized checklist](#).

10. How many permits can I obtain in one day?

Hub Self-Service allows you to obtain an unlimited number of permits each day.

11. Does the type of leasing impact whether or not I can file a solar PTA job through Self-Service?

No. A solar lease, a power purchase agreement or owning the system outright will not impact whether one can file a solar PTA job through Self-Service. The only limitations are outlined above in question #1.

12. Can I resubmit old projects that have not yet been signed off through Self-Service? What if I originally did not file for the PTA?

The original application will need to be withdrawn and a new application filed if you are seeking the PTA for a solar job.

13. If I have been preparing a solar PTA application under Full-Service and now want to file them using Self-Service, what do I do?

You will need to start a new application, but you may reuse the same PW1 form previously prepared. Note that for when using Self-Service, forms other than the PW1 are generated

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electronically, and you must use these electronically-generated forms in your solar PTA application.

14. Formerly, I filed non-PTA solar jobs through Professional Certification at a borough office. Can I file solar PTA jobs at a borough office?

No. Applications for solar PTA jobs must be filed online through DOB's Hub Full-Service or Hub Self Service. You should not go to the borough office if you are applying for the PTA. There are no limitations for the number of permits you can submit each day.

15. What inspections are involved with solar PTA jobs filing through Self-Service?

All PTA4 applications require DOB inspections. A DOB inspector must perform a final inspection.

16. What happens if the solar PTA project is audited and fails?

A DOB Plan Examiner will review the application and note what, if anything, is wrong. The applicant will be notified and will need to alter plans to get in compliance.

Tips for Filing Solar PTA Applications through Hub Self-Service

- ✓ **Be sure you understand the Hub Self-Service process**
 - ✓ Review the DOB Hub's Self-Service [website](#)
 - ✓ Use the Hub Self-Service [User Guide](#)
- ✓ **Contact the right people**
 - ✓ General Self-Service inquiries: hubselfservice@buildings.nyc.gov
 - ✓ Additional questions and assistance: nysolar@cuny.edu

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