



NYS Solar Online Permitting Process Town of Clifton Park, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the Town of Clifton Park to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in Clifton Park. The purpose is to provide guidance for using the [NYS Unified Solar Permit \(NYSUSP\)](#), a standardized solar permit for residential and small business projects, which the Town of Clifton Park and almost 100 other municipalities have adopted. The NYSUSP has already helped to reduce soft costs and streamline the solar permitting process throughout NY State. This seven-step Process Guide, which should continue to encourage the adoption and installation of solar energy in NY, was created as part of the [NYSolar Smart program](#). It is generously funded through the U.S. Department of Energy's Sun Shot Initiative Rooftop Solar Challenge and the NY-Sun Initiative. This interactive Guide will tailor the permitting process for your specific project. For a general overview, use this document.

STEP 1: ENSURE YOU ARE UP-TO-DATE ON ALL APPLICABLE INSURANCE

The Town of Clifton Park requires that installers carry up-to-date insurance, which includes workers' compensation and liability insurance.

STEP 2: REVIEW THE REQUIREMENTS FOR THE NEW YORK STATE UNIFIED SOLAR PERMIT

The Town of Clifton Park uses the NYS Unified Solar Permit (NYSUSP), which can be found here: [Town of Clifton Park Unified Solar Application](#).

Upon proper completion of all relevant forms, submission of approved plans and approval by the Town of Clifton Park, a combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued.

STEP 3: REVIEW THE NYSUSP ELIGIBILITY CHECKLIST TO DETERMINE IF YOU ARE ELIGIBLE FOR THE EXPEDITED PERMITTING PROCESS

The Eligibility Checklist includes 13 questions. You must answer "yes" to questions 1-10 in order to be eligible.

- If you are eligible, then continue on to Step 3 of the NYSUSP "Application" (Step 4 of this Guide).
- If you are ineligible, then you must go through the [standard Town of Clifton Park permitting process](#). The application for a building permit can be accessed [here](#).

STEP 4: FILL OUT THE NEW YORK STATE UNIFIED SOLAR PERMIT

The actual NYSUSP application is found in Step 3 of the NYSUSP. There are 10 parts of the application that you must complete. You will be asked for information related to: 1) the property owner; 2) the property's existing use; 3) the solar system's capacity; 4) the solar installation contractor; 5) the existing roof material; 6) the method and type of weatherproofing for roof penetrations; 7) the mounting structure; 8) the mounting system; and 9) the inverter and PV modules. The tenth and final section requires a notary public.

STEP 5: PREPARE TWO SETS OF SITE PLANS, SPECIFICATION SHEETS, AND A THREE-LINE ELECTRICAL DIAGRAM

Site Plans: Prepare two sets of site plans that show the location of the major components of the solar system as well as any other equipment found on the roof or on a legal accessory structure. All diagrams and plans must include the following: (a) the project address, and section, block and lot number of the property; (b) the owner's name, address and phone number; (c) the name, address and phone number of the person preparing the plans; (d) the PV system capacity in kW-DC; and (e) the [Town of Clifton Park Photovoltaic System Plan Check Worksheet](#).

Note: For the procedure for obtaining a builder permit for residential dwellings and accessory structures, go [here](#).

Specification sheets: Prepare two sets of specification sheets, which must include: panels, inverters, racking and supports, and any other relevant components.

The Electrical Diagram: Prepare a one-line or 3-line electrical diagram. You may use the electrical diagram already prepared for the NYSERDA incentive application and/or for the utility's interconnection agreement.

STEP 6: OBTAIN CERTIFICATION OF A SOUND ROOF STRUCTURE FROM A NYS-LICENSED DESIGN PROFESSIONAL

Provide a structural analysis of the roof to a NYS-licensed Design Professional. The Design Professional must certify that the roof system is in good condition and will support the additional loads from the PV solar system.

STEP 7: FILE THE PERMIT IN PERSON AT THE TOWN OF CLIFTON PARK BUILDING DEPARTMENT

Go to the Town of Clifton Park's Department of Building and Development at One Town Hall Plaza. Submit the complete NYSUSP and Two Sets of Plans. Pay the applicable permit fee, which is \$50.00 for a residential permit and \$200.00 for a commercial permit.

The Town of Clifton Park will issue its permit determination within 14 business days upon receipt of complete and accurate applications. If the application is incomplete or inaccurate, then the Town of Clifton Park will provide feedback within seven days. If an inspection is required, then it will be provided within seven days upon the inspection request.