



NYS Solar Online Permitting Process Town of Huntington, Long Island, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the Town of Huntington to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in Huntington.

The tool is intended to help installers with the [Long Island Unified Solar Permit Initiative](#) (LIUSPI) fast-track process for residential and small business solar projects that is already streamlining solar permitting and reducing solar soft costs. Guide will tailor the permitting process for your specific project.

The Process Guide was created as part of the [NY Solar Smart program](#), funded by the U.S. Department of Energy's Sun Shot Initiative Rooftop Solar Challenge and the NY-Sun Initiative to continue to encourage the adoption and installation of solar energy in NYS.

STEP 1: REVIEW FILING INSTRUCTIONS FOR BUILDING PERMIT

The Town of Huntington requires that all applicants carefully follow application form instructions and answer all applicable questions. (Applications that are incomplete, illegible or that contain erasures or scratched out words will not be accepted.) A list of filing instructions; standards for construction drawings, foundation plans, and floor plans; and other relevant notes is available [here](#).

STEP 2: FILL OUT BUILDING PERMIT APPLICATION

Two (2) sets of completed [Building Permit Application](#) are required.

STEP 3: REVIEW THE INSTRUCTIONS FOR THE LIUSPI FAST TRACK APPLICATION

The Town of Huntington uses the Long Island Unified Solar Permit Initiative (LIUSPI). To access the permit directly, download the Unified Solar Permit [here](#).

- If you answer “**YES**” to all 11 criteria on Page. 2, then your application is considered a **Standard Installation** and is eligible to be fast-tracked.
- If you answer “**NO**” to any of the 11 criteria on Page. 2, then your application is considered a **Non-Standard Installation** and is **NOT** eligible to be fast-tracked. All applications are expedited. Standard installations shall be determined within 14 business days.

Important: All applicants must submit the LIUSPI Solar Energy System Fast Track Permit application, regardless of the project's eligibility or non-eligibility to be fast-tracked.

STEP 4: FILL OUT THE LIUSPI SOLAR ENERGY SYSTEM FAST TRACK PERMIT APPLICATION

The LIUSPI Fast Track Permit Application form is available for download [here](#).

Important: Two (2) sets of completed Fast Track Permit Application are required.

STEP 5: SUBMIT PLANS INDICATING THE LOCATION OF SOLAR PANELS

Four (4) sets of plans indicating the location of panels must be submitted.

STEP 6: SUBMIT ELECTRICAL INSPECTION

You are required to obtain and submit a Certificate of Compliance from an inspection agency authorized by the Town. The Town does **NOT** conduct electrical inspections and it is the responsibility of the applicant to arrange for an authorized inspection agencies to make a site visit and issue final Certificate of Approval.

STEP 7: SUBMIT A CERTIFICATE OF WORKERS COMPENSATION

Use form [C-105.2](#) **OR** Use form [U-26.3](#) (Employers must obtain this form from the State Insurance Fund)

STEP 8: SUBMIT A COPY OF SUFFOLK COUNTY HOME IMPROVEMENT LICENSE PHOTO ID

A Copy of Suffolk County Master Electrician from Suffolk County Department of Consumer Affairs License Photo ID must be submitted.

STEP 9: SUBMIT A COPY OF A RECENT TAX BILL

The Tax Bill must clearly contain the following:

- Section
- Block
- Lot

STEP 10: SUBMIT CERTIFICATION FROM LICENSED PROFESSIONAL ENGINEER

You must submit a letter from a Professional Engineer which certifies that the solar installation will withstand sustained wind speeds of up to 125 mph and demonstrate that the existing roof can withstand additional weight

STEP 11: HUNTINGTON TOWN CODE ZONE ORDINANCE REQUIREMENTS

There are also Huntington Town Code Zone Ordinance requirements for ground-mounted systems. [Huntington Town Code Zone Ordinance Codes](#) are available online.

STEP 12: NEW YORK STATE BUILDING CODE REQUIREMENTS

Requirements of the [New York State Building Code](#) must also be met.

STEP 13: SUBMIT PERMIT FEES

The Building Permit Application fee for **Standard Installation** is \$60 for a building permit for solar panels (and an additional \$50 for certificate of occupancy for a total of \$110). The fee for **Non-Standard Installation** is \$100 for a building permit for solar panels (and an additional \$50 for certificate of occupancy for a total of \$150).

The Building Department accepts applications via mail or in person. The Town urges people to apply in person, though, because if there is a problem with the application, then it is mailed back to the applicant. If the applicant applies in person, then issues can be addressed immediately. The address to submit the application is **100 Main Street, Huntington, NY 11743**. If a person mailed in the application, then they would be required to mail a check as well.