



NYS Solar Online Permitting Process Of Village of Warwick, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the Village of Warwick to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in the Village of Warwick. 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 Village of Warwick 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 six-step Process Guide, which should continue to encourage the adoption and installation of solar energy in NY, was created as part of the [NY Solar 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: REVIEW THE REQUIREMENTS FOR THE NEW YORK STATE UNIFIED SOLAR PERMIT

The Village of Warwick uses the NYS Unified Solar Permit (NYSUSP). To access the permit directly, go here: [Village of Warwick Unified Solar Application](#).

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending proper completion of all forms, submission of approved plans and approval by the Village of Warwick.

Note: For structures larger than the maximum 12 kW, a standard building permit should be submitted since one is not eligible for the unified solar permit.

STEP 2: REVIEW THE 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" (also Step 3 of this Guide).
- If you are ineligible, then you must follow the standard Village of Warwick permitting process. See [here](#) for more information and access the Building Permit form [here](#).

STEP 3: FILL OUT THE NEW YORK STATE UNIFIED SOLAR PERMIT

The actual NYSUSP application is found in Step 3 of the NYSUSP. There are nine 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.

STEP 4: PREPARE A SITE PLAN, TWO SETS OF THE SPECIFICATION SHEETS, AND A THREE-LINE ELECTRICAL DIAGRAM

The village of Warwick requires two copies of each the following plans: the site layout, system layout, and electrical diagram. All of these plans need to be stamped and signed by a licensed professional such as a professional engineer (PE) or registered architect (RA).

SITE LAYOUT: Prepare a site plan that includes: details that represent the relative location of the components at the site, including, but not limited to, the location of array, the existing electrical service location, the utility meter, the inverter location, the system orientation and the tilt angle. An information sheet for filling out the permit application is available [here](#).

The System Layout: Prepare two sets of specification sheets. The specifications 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.

Note: All diagrams and plans must include the following: (a) Project address, section, block and lot number of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; and (d) System capacity in kW-DC.

STEP 5: OBTAIN CERTIFICATION OF A SOUND STRUCTURE FROM A NYS-LICENSED DESIGN PROFESSIONAL

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

STEP 6: FILE THE PERMIT IN PERSON AT THE VILLAGE OF WARWICK'S BUILDING DEPARTMENT

The application must be signed and notarized. Once this is complete go to the Village of Warwick's Building Department at 77 Main Street. Submit the complete NYSUSP and one set of plans. Pay the applicable \$75 permit fee.

Note that the Village of Warwick requires a third party electrical inspection.

The Village of Warwick 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 Village of Warwick will provide feedback within seven days. If an inspection is required, then it will be provided within seven days of inspection request.