



NYS Solar Online Permitting Process Town of Red Hook, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the Town of Red Hook to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in Red Hook. 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 Red Hook 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 eight-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: Ensure You Are Up-To-Date On All Applicable Insurance

The Town of Red Hook requires that installers carry up-to-date insurance, which includes workers' compensation, disability and liability insurance. You can find all applicable insurance requirements.

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

The Town of Red Hook uses the NYS Unified Solar Permit (NYSUSP), which is available here: [Town of Red Hook Unified Solar Application](#).

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

Note: Systems larger than 12kW must submit a [standard building permit](#).

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 to use the streamlined NYSUSP.

- If you are eligible, then continue on to Step 3 of the NYSUSP "Application" (Step 3 of this Guide).
- If you are ineligible, then you must go through the Town of Red Hook permitting process. See [here](#) for more information and download the permit application [here](#).

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

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

SITE PLAN: Prepare a site plan that includes: details that represent the relative location of components at 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 Specification Sheets: Prepare two sets of specification sheets. The specification must include: the panels, the inverters, the racking and supports, and any other relevant components. You must prepare two copies of each.

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 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 RED HOOK BUILDING DEPARTMENT

Go to the Town of Red Hook's Building Department at 7340 South Broadway. Submit the complete NYSUSP and one set of plans. Pay the applicable \$50.00 permit fee.

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

STEP 8: ENSURE ALL INSPECTIONS ARE COMPLETED

The Town of Red Hook requires that electrical and town building department inspections are performed upon completion of project.