



## NYS Solar Online Permitting Process Town of Warwick, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the Town of Warwick to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in the Town 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 Town 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 [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: REVIEW THE REQUIREMENTS FOR THE NEW YORK STATE UNIFIED SOLAR PERMIT AND THE ELIGIBILITY CHECKLIST TO DETERMINE IF YOU ARE ELIGIBLE FOR THE EXPEDITED PERMITTING PROCESS**

The Town of Warwick uses the NYS Unified Solar Permit (NYSUSP). To access the permit directly, go here: [Town of Warwick Unified Solar Application](#). A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending the proper completion of all relevant forms, the submission of approved plans and approval by the Town of Warwick.

*Note:* If the system is larger than 10,000 sq. ft. of surface area then a [Planning Board Application](#) must be submitted. The Site Plan and Special Use Permit Application may be found [here](#).

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 on the NYSUSP "Application" (Step 2 of this Guide).
- If you are ineligible, then you must go through the standard Town of Warwick permitting process. See [here](#) for more information.

### **STEP 2: 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 10<sup>th</sup> and final section requires a notary public.

### **STEP 3: PREPARE A SITE PLAN, THE SPECIFICATION SHEETS, AND A THREE-LINE ELECTRICAL DIAGRAM**

**SITE PLAN:** Prepare a site plan that shows 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. The site plan must also clearly show the locations of the solar array(s), the inverter, the utility meter and the existing electrical service. It must also indicate the system orientation, tilt angle, and total square footage of the structure.

Specification Sheets: Compile the specification sheets for all of the manufactured 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. "

\*Waterproof signage shall be placed immediately adjacent and/or in close proximity to the electric meter that clearly shows the location of the DC disconnect switch. Notification, with a location map, will be sent to the applicable fire district.\*

*Note*: All diagrams and plans must be prepared by a Professional Engineer or Registered Architect as required by New York State law. It must also 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) Solar PV system capacity in kW-DC.

#### **STEP 4: 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 5: FILL OUT MINOR- BUILDING PERMIT APPLICATION**

Attached to the Town of Warwick's Unified Solar Permit Application is a "Minor Building Permit Application." It should be completed and submitted along with the other required documents and fees.

#### **STEP 6: SUBMIT THE COMPLETE NYSUSP APPLICATION INCLUDING THE TOWN'S MINOR BUILDING PERMIT AND ONE SET OF PLANS, AND PAY PERMIT FEE AT THE TOWN OF WARWICK'S BUILDING DEPARTMENT**

Go to the Town of Warwick's Building Department at 132 Kings Highway, Warwick, NY 10990. Submit the complete NYSUSP and one set of plans. Pay the applicable permit fee, which is based on the estimate cost of the PV project. Calculate the cost based on: \$100 + \$5 per \$1000 (Round up to the nearest \$1000).

For medium (systems from 10,000-40,000 sq. ft.) and large scale (>40,000 sq. ft.) solar installations, a special use permit is required from the planning board. They would file a site plan /special use permit application and the fees are as follows: application fee of \$100 plus \$25/acre of the property. In addition they would deposit an Escrow amount of \$3,100 plus \$50/acre of property.

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