



NYS Solar Online Permitting Process City of Yonkers, NY

Welcome to the New York State Solar Online Permitting Process Guide! [Sustainable CUNY](#) worked with the city of Yonkers to develop this web-accessible, interactive tool tailored specifically for solar PV installers working in Yonkers. 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 Yonkers 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 10-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 SunShot 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 City of Yonkers requires that installers carry up-to-date insurance, which includes workers' compensation and disability insurance, among others. You can find all applicable [insurance requirements here](#).

Note: You must submit an updated Certificate of Liability Insurance and Certificate of Workers' Compensation Insurance annually. Previous permit applications with the relevant insurance information are kept on file. Therefore, if you have done business in Yonkers before and *your insurance is up-to-date*, then you do not need to resubmit your insurance forms every time you apply for a solar permit.

STEP 2: APPLY FOR A HOME IMPROVEMENT LICENSE (IF APPLICABLE)

If this is your first time working in the City of Yonkers, then you must apply for a [Home Improvement License](#). Licenses expire after two years, so you may need to renew. You will find detailed instructions of what is required for the application on the first page. All completed home improvement license applications can be submitted in person to the Consumer Protection Bureau prior to submitting for a building permit.

STEP 3: REVIEW THE REQUIREMENTS FOR THE NEW YORK STATE UNIFIED SOLAR PERMIT

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

Note that for small-scale PV solar systems, there is not a separate electrical permit. A combined building and electrical permit will be issued pending proper completion of forms, submission of approved plans and the City of Yonkers' approval.

STEP 4: 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.
- If you are ineligible, then you must go through the standard City of Yonkers permitting process. See [here](#) for more information.

STEP 5: FILL OUT THE NEW YORK STATE UNIFIED SOLAR PERMIT

Step three of the NYSUSP is the application itself. 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 6: PREPARE A SITE PLAN

Prepare a site plan that shows the location of the major components of the solar system as well as other equipment on the roof or 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 and tilt angle.

STEP 7: PREPARE A THREE-LINE ELECTRICAL DIAGRAM AND COMPILE THE SPECIFICATIONS SHEETS

Prepare a Three-Line Electrical Diagram and the equipment Specification Sheets. The specifications must include: panels, inverters, racking and supports, and any other relevant components. You must prepare two copies of each.

STEP 8: 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 9: ENSURE YOU ARE IN COMPLIANCE WITH THE FIRE DEPARTMENT'S PV SYSTEM INSTALLATION REQUIREMENTS

Review the [City of Yonkers Fire Department PV System Requirements](#) and make sure all of your documents and designs are in compliance. In addition, all Solar photovoltaic power systems, including expansions and alterations, must be installed in accordance the New York State Building and Fire Codes and the National Electric Code ([NFPA 70](#)).

STEP 10: GO IN-PERSON TO SUBMIT THE COMPLETE NYSUSP AND TWO SETS OF PLANS, AND PAY PERMIT FEE

Submit two complete sets of plans that include all forms from steps three through six in person to the Yonkers Department of Housing and Buildings at 87 Nepperhan Avenue, 5th Floor Yonkers, New York 10701. Office hours are Monday through Friday, 8:30 AM – 4:30 PM. The application fee for the expedited solar permit process for small-scale PV systems in Yonkers is \$300. To pay this fee, make out a check payable to the city of Yonkers.

The City of Yonkers will issue its permit determination within 14 business days upon receipt of complete and accurate applications. If the application appears to be incomplete or inaccurate, the City of Yonkers will provide feedback to you within seven days. If an inspection is required, then there will be a single inspection within seven days of an inspection request.