

PROPERTY OWNER

Property Owner's First Name

Last Name

Title

Property Address

City

State

Zip

Section

Block

Lot Number

EXISTING USE

Single Family 2-4 Family Commercial Other

PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Solar PV System: _____ kW DC

SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application.

- | | |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters | <input type="checkbox"/> Load side connection with DC optimizers |
| <input type="checkbox"/> Supply side connection with DC optimizers | <input type="checkbox"/> Load side connection with microinverters |
| <input type="checkbox"/> Supply side connection with string inverter | <input type="checkbox"/> Load side connection with string inverter |

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a solar permit.

Property Owner's Signature

Date

Solar Installation Company Representative Signature

Date

VILLAGE OF SPRING VALLEY
BUILDING DEPARTMENT
200 NORTH MAIN STREET, SPRING VALLEY, N.Y. 10977
TEL (845) 352-1100 • FAX (845) 356-3560

SUBMITTAL REQUIREMENTS SOLAR PV (ATTACHMENTS)

PERMITS AND APPROVALS REQUIRED

The following codes shall be referenced as applicable and all requirement detailed in plans:

- 2017 NYS Supplement - 2015 IRC Section R324.3
- 2015 IRC R324, R907, R909
- 2015 IBC B1505.9, B1510.7, B1607.12.5
- 2017 NYS Supplement - 2015 IFC Section F605.11.1.2
- 2015 IFC F605
- 2014 NFPA 70

SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which, can be picked up in person or downloaded at VILLAGESPRINGVALLEY.ORG
- b) Construction Documents, with listed attachments must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Village of Spring Valley requires contractors to provide construction documents, such as the examples included. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection)
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
- Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

d) Provide construction drawings with the following information:

- The type of roof covering and the number of roof coverings installed.
- Type of roof framing, size of members, and spacing.
- Weight of panels, support locations, and method of attachment.
- Framing plan and details for any work necessary to strengthen the existing roof structure.
- Site-specific structural calculations.

e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

PLAN REVIEW

Permit applications can be submitted to the Spring Valley Building Department in person at 200 North Main Street, Spring Valley, NY 10977. Permit determinations will be issued within 14 days upon receipt of complete and accurate applications, a field inspection is required and will be provided within 7 days of receiving application.

FEES

To be calculated at time of submittal, come prepared with business check or money order to pay permit fee.

INSPECTIONS

A complete inspection of the property will be conducted as part of the application review. Any violations found shall be remedied prior to the issuance of the building permit.

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting the Building Department by telephone at 845-517-1129.

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. **THIRD PARTY ELECTRICAL UNDER WRITER INSPECTION CERTIFICATE IS REQUIRED.**

In order to receive final approval, the following inspections are required:

ROUGH INSPECTION - During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify Building Department and the third party electrical inspector before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector.

The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

FINAL INSPECTION - The applicant must contact the Building Department and the third party electrical inspector when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.

- Photographs of key hard to access equipment, including;
 - Example of array attachment point and flashing/sealing methods used.
 - Opened rooftop enclosures, combiners, and junction boxes.
 - Bonding point with premises grounding electrode system.
 - Supply side connection tap method/device.
 - Module and microinverter/DC optimizer nameplates.
 - Microinverter/DC optimizer attachment.

The Village of Spring Valley has adopted a standardized inspection checklist, which can be picked up in the Building Department.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor’s ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following:
 - Sign identifying PV power source system attributes at DC disconnect.
 - Sign identifying AC point of connection.
 - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at VILLAGESPRINGVALLEY.ORG or contact the Building Department at 845-517-1129.