



742 Bay Road, Queensbury, NY 12804
P: 518-761-8256 www.queensbury.net

Office Use Only

Permit #: _____

Permit Fee: \$_____

Invoice #: _____

Flood Zone? Y N Reviewed By: _____

SOLAR PANEL PERMIT APPLICATION

SITE INFORMATION:

Project Location: _____

Tax Map ID #: _____ **Subdivision Name:** _____

PROJECT INFORMATION:

___ Residential: ___ Commercial ___ Other: _____

Single Family

Multi-Family

Are the solar panels? Purchased Leased
 Roof-mounted Ground-mounted

Estimated cost of construction: \$_____

Total System Capacity Rating (sum of all panels):

Solar PV System: _____ kW DC

Select System Configuration:

___ Supply side connection with micro inverters

___ Supply side connection with DC optimizers

___ Supply side connection with string inverter

___ Load side connection with DC optimizers

___ Load side connection with micro inverters

___ Load side connection with string inverter

DECLARATION:

1. I acknowledge that no construction shall be commenced **prior to the issuance** of a valid permit and will be completed within a 12 month period. Any **changes to the approved plans prior to/during construction** will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.
3. If the work is not completed by the 1 year expiration date the permit **may be renewed**, subject to fees and department approval.
4. I certify that the application, plans and supporting materials are a true and a complete statement and/or description of the work proposed, that all work will be performed in accordance with the NYS Building Codes, local building laws and ordinances, and in conformance with local zoning regulations.
5. A third-party electrical inspection will be completed at which time the Town of Queensbury's Building and Codes Enforcement department will be contacted to complete an inspection of the final installation of the solar panels.

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

I have read and agree to the above:

Homeowner's Signature

Date

Solar Co. Representative Signature

Date

CONTACT INFORMATION: PLEASE PRINT LEGIBLY OR TYPE, PLEASE INCLUDE AN EMAIL

- **Property Owner(s):**

Name(s): _____
Mailing Address, C/S/Z: _____
Cell Phone: _(_____) _____ Land Line: _(_____) _____
Email: _____

- **Solar Contractor:**

Workers' Comp documentation must be submitted with this application

Business Name: _____
Contact Name: _____
Mailing Address, C/S/Z: _____
Cell Phone: _(_____) _____ Land Line: _(_____) _____
Email: _____

- **Electrical Contractor:**

Workers' Comp documentation must be submitted with this application

Business Name: _____
Contact Name: _____
Mailing Address, C/S/Z: _____
Cell Phone: _(_____) _____ Land Line: _(_____) _____
Email: _____

Contact Person for Compliance in regards to this project: _____
Cell Phone: _(_____) _____ Land Line: _(_____) _____
Email: _____

PLEASE INCLUDE WITH YOUR SUBMITTAL:

1. Completed Solar Panel Installation permit application – ONE copy

THREE (3) COPIES (2 paper & 1 pdf OR 3 paper) OF THE FOLLOWING:

2. Signed and stamped architect or engineer solar plans, which include:
 - a. Design/snow load
 - b. Letter indicating rafters can handle additional load of solar panels and snow
 - c. Proper setbacks from ridgeline for Fire Department access
 - d. Rapid Shutdown
3. Plot plan indicating proposed structure to hold solar panels

ADDITIONAL IMPORTANT INFORMATION:

1. Any **changes to the approved plans prior to or during construction** will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.