



Town of Queensbury  
742 Bay Road, Queensbury, NY 12804  
P: 518-761-8256 [www.queensbury.net](http://www.queensbury.net)

# SOLAR PERMIT/POWERWALL APPLICATION

## Submission Requirements:

(RESIDENTIAL AND COMMERCIAL PROJECTS)

1. Completed Solar Panel Installation permit application (printed or typed)
2. Workers Compensation insurance information for **ALL** contractors involved in the project – this is REQUIRED EVEN FOR SOLE PROPRIETORS

### **THREE (3) COPIES (either 1 pdf & 2 paper (min. 11" x 17") OR 3 paper (min. 11" x 17") OF THE FOLLOWING:**

3. 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
  - e. Battery Storage Details
4. Plot plan indicating proposed structure to hold solar panels
5. **All ground-mounted systems** need Site Plan Review and approval by the Planning Board (please go to [www.queensbury.net](http://www.queensbury.net) → Departments → Planning & Development → Forms **OR** contact Laura Moore, Land Use Planner, at 518-761-8265 for additional information)

## **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 If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury.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.
3. Please contact the Town of Queensbury's Building and Codes' office (518-761-8256 x1) for a final inspection once the installation is complete and the electrical inspection has passed.



# SOLAR PANEL/POWERWALL APPLICATION

742 Bay Road, Queensbury, NY 12804  
P: 518-761-8256 [www.queensbury.net](http://www.queensbury.net)

<u>Office Use Only</u>	
Permit #:	_____
Permit Fee: \$	_____
Invoice #:	_____
Flood Zone?	Y    N    Reviewed By: _____

## SITE INFORMATION:

**Project Location:** \_\_\_\_\_

**Tax Map ID #:** \_\_\_\_\_ **Subdivision Name:** \_\_\_\_\_

## PROJECT INFORMATION:

Residential:                       Commercial                       Other: \_\_\_\_\_  
 Single Family  
 Multi-Family

Are the solar panels?

- Purchased
- Leased

Where are they mounted?

- Roof-mounted
- Ground-mounted (see #5 on cover page)

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

## Battery Storage Information:

Please include **detailed** drawings & specs

Location: \_\_\_\_\_

**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:

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Homeowner’s Signature Date

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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: \_\_\_\_\_