

Town of Elmira NY Unified Solar Permit Application

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the Code Officer). The proposed solar PV system installation:

- Yes No 1. Has a rated DC capacity of 25 kW or less.
- Yes No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)
- Yes No 3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)
- Yes No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here:

<https://www.townofelmira.com/postcategory.php?c=BuildingCodes> or obtained in person at 1255 West Water Street, Elmira, New York 14905 during business hours: Monday – Friday 8:30 am to 4:30 pm or by prior arrangement.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- A permit fee, with checks made payable to “Town of Elmira”, and in accordance with the *Permit & Application Fee Schedule* found at: https://www.townofelmira.com/post/_docs/Building_Permit_Fees.pdf
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to codeofficer@townofelmira.com or in person at 1255 West Water Street during business hours: Monday – Friday 8:30 am to 4:30 pm or by prior arrangement.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 30 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 30 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to CODE ENFORCEMENT OFFICE: 1255 West Water Street Elmira, New York 14905; (607) 734-3608; (607) 734-4089 fax; codeofficer@townofelmira.com.

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.

Supply side connection with microinverters

Load side connection with DC optimizers

Supply side connection with DC optimizers

Load side connection with microinverters

Supply side connection with string inverter

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 unified solar permit.

Property Owner's Signature

Date

Solar Installation Company Representative Signature

Date