



**Town of Babylon  
Department of Planning and Development  
Building Division**

**SOLAR PANEL PERMIT REQUIREMENTS FOR ONE AND TWO- FAMILY DWELLINGS**

**SOLAR PERMIT APPLICATION** – completed, signed and notarized (make sure that you have the correct mailing address for the applicant, engineer/architect and builder). The Solar Permit application may not be used for any construction other than solar panel installation.

**PLUMBING PERMIT APPLICATION** – completed, signed and notarized by plumber when the solar panel installation includes plumbing work.

**SURVEYS – THREE (3) PHOTO COPIES OF A SURVEY** – **Surveys must be complete, legible, full size and to scale.** The surveyor's seal and the survey date and/or revision date must be on the survey. The distance from the nearest cross street must be indicated. *When the survey does not indicate a current tax map number, a copy of a tax bill is required with the submission.*

**PLANS – TWO (2) SETS OF CONSTRUCTION PLANS. Plans must include:**

- location of installation including street address, Suffolk County Tax Map #, and property owner's name.
- sealed and signed by a NYS Professional Engineer (PE) or NYS Registered Architect (RA);
- design professional's address and contact telephone numbers;
- structural roof plan;
- solar panel load and total load on roof, indicate number of roof shingle layers;
- layout of solar panels including a minimum of 18" clear roof path along at least one side of the ridge and a min. 18" path from eave to ridge;
- mounting hardware and height above roof surface (maximum of 6");
- statement that the design complies with the 110 or 120 mph wind requirement, Residential Code of NYS 2010 and ASCE7-05.

**ONE (1) PHOTO COPY** of: all Certificates of Occupancy and/or letters of compliance, for all existing structures on premises.

**WORKERS COMPENSATION AND DISABILITY** – The only Certificate of Insurance forms accepted as proof of Workers Compensation from builder/contractor are: C-105.2 (9-07), SI-12, U26.3, GSI-105.2; Disability: db-120.1 or DB-155. The contractor must provide the town with liability insurance naming the Town of Babylon as additionally insured and Suffolk County as the certificate holder. In order to protect yourself and/or your property, you may also want to obtain a copy of the contractor's liability insurance and license.  
***NO ACCORD FORMS WILL BE ACCEPTED.***

**STATEMENT** of estimated cost (materials and labor) for the solar panel installation.

**FEE** – \$100.00 cash or check made out to the Town of Babylon.

You must demonstrate compliance with all covenants and restrictions that are on the property. Example: If approval of a Property Owner's Association is required, you must submit the approval letter.

Fire Underwriters Certificate required before issuance of Certificate of Occupancy.

[www.townofbabylon.com](http://www.townofbabylon.com)

**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
Ann Marie Jones, Commissioner  
**BUILDING DIVISION** · Timothy Besemer, Chief Building Inspector  
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## Long Island Unified Solar Permit Initiative

### *Solar Energy System Fast Track Permit Application*

#### Requirements for Application Submittal

Before approval and issuance of permit(s) for a grid-tied Photovoltaic system (PV) or Residential Solar Hot Water system (RAHQ), the applicant shall submit:

1. **Solar Energy System Fast Track Permit Application Requirements Checklist**
2. **Two (2) sets of plans which include:**

Cover Sheet must include the following: (a) Project address, map, section, block and lot # of the property; (b) Owner's name, address, phone number, (c) Name and address and phone number of the person preparing the plans;

Sheet index indicating each sheet title and number;

Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better) as follows:

**Roof Diagram** depicting modules or collectors and racking configuration on designated surface (s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria.

**Equipment Location Diagram** indicating the location(s) of the (1) modules or collectors; (2) main electrical service; (3) inverter(s); (4) the location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect); (5) any interior equipment locations

**One line standard electrical diagram**

**Property Survey (only if system is proposed for an accessory structure)**

3. **Solar Energy System Fast Track Permit Application Information Sheet**

**SOLAR ENERGY SYSTEM FAST TRACK PERMIT APPLICATION REQUIREMENTS CHECKLIST**

This form may be used for planned Photovoltaic (PV) & Residential Solar Hot Water Panel (RSHW) installations that meet the following criteria (check one for each criterion):

- YES NO** Solar installation is not subject to review by an Architectural or Historical Review Board
- YES NO** Solar installation is to be mounted on a permitted roof structure of a residential building, or on a legal accessory structure. If on a legal accessory structure, a survey showing said structure is attached.
- YES NO** The roof will have no more than a single layer of roof covering in addition to the solar equipment. *(At its discretion, a municipality may waive this requirement.)*
- YES NO** Installation will be flush-mounted, parallel to and no more than 6” above the roof surface.
- YES NO** An 18” wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18” wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to that 18” roof ridge clearing.
- YES NO** Weight of the installed system will not exceed more than 5 lbs per square foot for photovoltaics and no more than 6 lbs per square foot for residential solar hot water.
- YES NO** The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the LIPA website.
- YES NO** The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type-based certified interconnection equipment.
- YES NO** PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.
- YES NO** The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems
- YES NO** The mounting system has been approved for use in New York State by a licensed Professional Engineer or Registered Architect.

\_\_\_\_\_  
**Property Owner’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installation Contractor Signature**

\_\_\_\_\_  
**Date**



**Town of Babylon  
Department of Planning and Development - Building Division**

**Fast Track Building Permit Application for Residential Solar Energy System**

1. Property Address: \_\_\_\_\_

2. Is this a grid-tied photovoltaic (PV) or a Residential Solar Heat Water (RSHW) System? (Check One)

3. Provide the total systems capacity rating (sum of all panels)

PV System: \_\_\_\_\_ DC Kilowatts

RSHW System: \_\_\_\_\_ square foot gross area; \_\_\_\_\_ kBTU/day (Clear C) per SRCC OG-100 label(s).

4. Solar Installation Contractor

Business Name & Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Phone Number \_\_\_\_\_

License Number (s) \_\_\_\_\_

5. What is the existing roofing material? \_\_\_\_\_

6. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system.

7. Provide an installation manual (or the internet address of a web-based version) for the mounting system.

8. Indicate type, brand and model size and weight including manufacturer's specification sheets of the:

Mounting System: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Mounting Method \_\_\_\_\_

Inverters: \_\_\_\_\_

Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Modules: \_\_\_\_\_

Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Solar Installation Contractor Signature**

Sworn to before me this \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

## ARTICLE X

**Solar Power Incentive: Solar Energy System Fast-Track Permit Process****[Added 12-21-2011 by L.L. No. 29-2011]****§ 89-91. Legislative intent.**

It is the intention of the Town Board, as part of its goal to limit America's dependence on imported sources of fossil energy, cut greenhouse gas emissions and reduce the cost of energy for our residents, to enact a solar energy system fast-track permit process modeled on the guideline recommendations of the Long Island Unified Solar Permitting Initiative composed of Suffolk County Planning Commission, Nassau County Planning Commission and the Long Island Power Authority, whereby the installation of standard solar energy systems can be standardized, simplified and accelerated in towns and villages across Long Island.

**§ 89-92. Solar panels. [Amended 8-13-2013 by L.L. No. 16-2013]**

All building permit applications for the installations of solar energy panels on residential property shall be expedited by the Building Inspector, and the permit application fee for said installation shall be \$25. Applications for standard installations on residential structures on residential property shall be determined within 14 business days of the filing of a completed application.

**§ 89-93. Fees. [Amended 8-13-2013 by L.L. No. 16-2013]**

All building permit application fees for standard installations of solar energy panels on residential structures on residential property shall be \$25, provided the installation has not been commenced before a permit has been applied for or issued. In cases where installation has been commenced, the application fee shall be three times the required amount.

**§ 89-94. Standard installation; requirements.**

A. For the purpose of this article, the term "standard installation" shall mean those installations which meet the following criteria and any subsequent amendment thereto:

- (1) Not be subject to architectural review or review by the Babylon Historic Preservation Commission;

- (2) Installation on a residential structure with a single layer of roof covering;
  - (3) Be flush-mounted parallel to the roof surface and no more than six inches above the surface;
  - (4) Have an eighteen-inch clearing at the roof ridge and an eighteen-inch clearing path to the ridge;
  - (5) Create a gravity roof load of no more than five pounds per square foot for photovoltaic (PV) and six pounds per square foot for residential solar hot water (RSHW);
  - (6) Be installed by prescreened contractors as shown on a list maintained by LIPA;
  - (7) Use PV panels that have been certified by a nationally recognized testing laboratory as meeting the requirements of the Underwriters Laboratory (UL) Standard 1703 and inverters must be on a list of New York State Public Service Commission type-tested inverters which are tested by UL or other nationally recognized laboratories to conform with UL 1741;
  - (8) Use RSHW equipment that has been certified by the Solar Rating and Certification Corporation under its OG-100 standard for solar collectors;
  - (9) Use other equipment such as modules, combiner boxes and a mounting system that have been approved for public use;
  - (10) Be in full compliance with all current National Electrical Code (NEC) requirements
- B. A new property survey is not required, but if the solar energy system is proposed for an accessory structure on the residential property, the property owner will have to provide an existing survey showing that the accessory structure is legal.
- C. A professional engineer (PE) or registered architect (RA) — certified drawing (hand-drawn or better) of the solar panel location and layout on the roof, as well as an equipment location diagram and a one-line electrical diagram are required.
- D. To assist first responders, the Town shall maintain a list by address of all solar energy installations to be shared with relevant first responder organizations.

- E. The Town shall require a sign on the utility meter and at any alternating current (AC) disconnect switch indicating that there is an operating solar electric cogeneration system on site.

**§ 89-95. Severability.**

If any clause, sentence, paragraph, subdivisions, section or other part of this article shall for any reason be adjudged by any court of competent jurisdiction to be unconstitutional or otherwise invalidated, such judgment shall not affect, impair or invalidate the remainder of this article, and it shall be construed to have been the legislative intent to enact this article without such unconstitutional or invalid parts.