

Inverters: _____
Quantity _____ Make _____ Model _____

Modules: _____
Quantity _____ Make _____ Model _____

Property Owner's Signature _____ Date _____

Solar Installation Contractor Signature _____ Date _____

Building Inspector Signature _____ Date _____

Town of Oswego
2320 County Route 7 Oswego, NY 13126
Wayne Newton, Building Inspector/Code Enforcement
Phone (315) 343-0485 Fax (315) 343-4414
Please type or Print
Solar Energy System Application Information Sheet

Permit # _____ Tax Map Number _____

Project Address: _____ Mailing Address _____

Property Owner: _____

Phone# (home) _____, (work) _____ (cell) _____

E-mail _____

Required: CONTRACTORS WORKER'S COMP FORM C-105 OR U-26.3

Is this a grid-tied photovoltaic (PV) or a Residential Solar Hot Water (RSHW) system?

Provide the total system 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

Solar Installation Contractor

Business Name & Address _____

Contact Name & Phone Number _____

License Number (s) _____

What is the existing roofing material? _____

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.

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

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

Mounting System: _____
Make _____ Model _____ Mounting Method _____

Solar Energy System Requirement 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 5lbs. per square foot for photovoltaics and no more than 6 lbs. per square foot for residential solar hot water.
- 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-tested 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 NYS by a licensed professional engineer or registered architect.

Property Owner's Signature _____ Date _____

Solar Installation Contractor Signature _____ Date _____

Building Inspector Signature _____ Date _____

Requirements for Application Submittal Solar Energy System

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

1. Solar Energy System Application Requirement Checklist
2. One set of plans which include:
 - Cover sheet must include the following (a) Project address, tax map number of property;
 - Owner's name, address, phone number,
 - Name, address and phone number of the person preparing the plans;
 - Legend for symbols, abbreviations and notations used in the drawings;
 - 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 locations(s) of the (1) modules or collectors;
 - Main electrical service
 - Inverter (s)
 - The location of all equipment disconnects on the outside of the structure (ie A/C disconnect)
 - Any interior equipment locations
 - **One line standard electrical diagram**
 - **Property Survey**
3. Solar Energy System Application Sheet