

VILLAGE of NORTHPORT

INCORPORATED IN 1894

224 Main Street, Northport, New York 11768, 631-261-7502, fax: 631-261-7521

Department of Buildings, Housing, and Code Enforcement

SOLAR PANEL CONSTRUCTION FILING INSTRUCTIONS

SOLAR PERMITS ARE ISSUED BY THE NORTHPORT FIRE MARSHAL AS PER 2020 IRC CODE

BUILDING PERMIT APPLICATION REQUIREMENTS:

Fill out **COMPLETELY** including Section Block Lot, Age of Structure, (4) photographs of all sides of structure; Owner's information, Applicant's information (if different), Scope of Work, including type of construction; Estimated cost of work. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

SQUARE FOOTAGE REQUIREMENTS: Supply square footage of proposed Panels: square footage of **typical panel, total number of panels, and total square footage of entire array layout.**

Tax Bill or Proof of Ownership--First and Last Page of Deed. Required.

Notarization. Owner and Applicant's signature notarized.

Survey. Submit (1) copy of current **original** guaranteed property survey.

Site Plan. (3) copies of site plan showing:

- proposed layout of panels on structure or free-standing configuration **ON SITE PLAN**
- **LOCATE ALL PLUMBING VENTS ON ROOF. COVERING VENTS IS PROHIBITED!**
- all setback distances called out from property lines, dwelling, and other accessory structures.

Construction Drawings. Executed and sealed by a NYS-licensed Professional Engineer detailing panel composition; anchoring detail(s), et.al. **MUST BE BASED ON INFORMATION OBTAINED BY P.E. BY SITE VISIT OR OVERSIGHT OF P.E.'S EMPLOYEES/AGENTS, NOT SOLAR COMPANY EMPLOYEES, as per NYS Education Law.**

P.E. PRE-CERTIFICATION ascertaining roof's capability of withstanding proposed construction load

Contractor Insurance Certificates. General Liability 2M/1M & Workmen's Comp/Disability on either the NYS Compensation Board form or State Fund. All insurance certificates must list the Inc. Village of Northport, 224 Main Street, Northport, NY 11768 as certificate holder.

CONTRACTOR AND ELECTRICIAN LICENSE-MANDATORY

Copy of Contractor's Suffolk County Home Improvement license & Suffolk County Electrician's license must be submitted.

BLANK CHECKS ARE NOT ACCEPTED – Fee determined after application review. PAY UPON ISSUE OF PERMIT.

CERTIFICATE OF COMPLETION REQUIREMENTS - After Permit Issued

- 1) P.E. Post-Construction Certification of the completed construction. Executed & sealed by NYS-licensed Professional Engineer who is an independent agent and not an employee or agent of Solar Company. Certification to be based on field inspection of finished work **PERFORMED BY SAID P.E.**
- 2) Electrical Inspection Certificate from a NYS-approved & Northport-accepted electrical inspection service.
- 3) Final Inspection by Building Inspector after completion of construction and receipt of items 1 & 2

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Contractors' Insurance Information

THE FOLLOWING FORMS ARE REQUIRED FOR LIABILITY, WORKERS' COMPENSATION, AND DISABILITY INSURANCE

1. LIABILITY INSURANCE WILL BE ACCEPTED ON THE ACORD FORM

2. WORKERS' COMPENSATION INSURANCE

Accepted on one of the following forms only*

Form C-105.2-Certificate of NY State Workers' Compensation Insurance Coverage

Form GSI-105.2 (2/02) Certificate of Participation in Workers' Compensation Group Board approved self-insurance

Form U-26.3-NY State Insurance Fund Certificate of Workers Compensation Insurance

3. DISABILITY INSURANCE

Accepted on the following form only*

Form DB-120.1-Certificate of Insurance Under the New York State Disability Benefits

Form DB-155 - Board-approved self-insured employers must obtain this form from Board's Self-Insurance Office

Certificate Holder:

Inc. Village of Northport
224 Main Street
Northport, NY 11768

EXEMPTION FORM — NEW FORM CE-200 For each and every new or renewed permit a signed and dated form with a certificate number must be submitted.

Note: Form CE-200 Is an affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required

Any questions can be directed to:

New York State Workers Compensation Board
220 Rabro Drive Suite 100
Hauppauge, New York 11788
866-681-5354
Website: www.wcb.ny.gov

CERTIFICATIONS ARE ONLY ACCEPTED ON INDIVIDUAL FORMS

*With valid expiration dates

APPLICATION FOR SOLAR PERMIT

VILLAGE OF NORTHPORT, SUFFOLK COUNTY, NY

BUILDING PERMIT NO. _____	ZBA No. _____	Arch. Rvw No. _____	FEE \$ _____
DATE RECEIVED _____	Planning Bd.No. _____	NYSDEC No. _____	CO/CC _____
DATE APPROVED _____	Steep Slope No. _____	NYSDOT No. _____	TOTAL \$ _____
DIRECTOR _____	Historic Rvw. No. _____	SCHD No. _____	

ZONE _____ SCTM #0404 SECTION _____ BLOCK _____ LOT(S) _____

DATE OF INITIAL CONSTRUCTION:

PRINCIPAL BUILDING _____ ACCESSORY BUILDING(S) _____ **IF 100 YEARS OR OLDER, HISTORIC REVIEW**

APPLICATION MUST BE SUBMITTED SIMULTANEOUSLY WITH BUILDING PERMIT APPLICATION

Submit documentation of age & photos of each elevation with this application

LOCATION OR ADDRESS _____

Existing Buildings Used for: Residential _____ Commercial _____ Industrial _____

Proposed Solar Panels to be Installed On:

Residence Garage Commercial Industrial Other Accessory Structure

Proposed Project and Use: _____

ESTIMATED COST OF PROJECT \$ _____

PROPOSED SOLAR PANELS square footages:

Single Panel: _____ s.f. Total Panel Array: _____ s.f.

NOTES:

- The 2020 IBEC/IRC Building Codes, NYS Update and the Code of Northport are imposed as conditions on issuance of a Building Permit.
- Building Permit issued subject to Section 125 of General Municipal Law requiring Compliance with the Mandatory coverage provisions of the Worker's Compensation Law. Proof of Compliance must be submitted for issuance of Permit.
- Improvement contractors must be licensed pursuant to the code of Suffolk County prior to the issuance of a building permit. Plumbers must be licensed by the Town of Huntington (Chapter 153) and electricians licensed by Suffolk County. Electricians must provide separate Workers Comp.
- The owner shall indemnify and hold the municipality harmless and defend against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the permit holders operations within the municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents

AFFIDAVIT OF PROPERTY OWNER

**STATE OF NEW YORK} SS:
COUNTY OF SUFFOLK}**

Property in Name of (Individual or Corporation) PLEASE PRINT

Deposes and says: That he/she resides at _____ in the State of _____ Zip Code _____ that he is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey situate, lying and being within the Incorporated Village of Northport; that the work proposed to be done upon the said premises will be done in accordance with the approved application and accompanying plans, of which he is totally familiar; and that he/she, by making this application for a building permit, agrees to accept responsibility for adherence to all applicable codes, rules, & laws by him/herself and their agents.

_____, being duly sworn, deposes and says that he is duly authorized by the aforesaid owner
Name of Applicant (PLEASE PRINT)
to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(If Corporation, give name of Corporation office and address of its responsible officers)

And the undersigned is authorized to make this application on behalf of said owner.

Owner _____
Signature _____

Address _____

Sworn t before me this _____ day

Phone _____

Of _____, 20_____

Applicant _____
Signature _____

Notary Public

Address _____

Phone _____