

**TOWN OF DEWITT
PLANNING AND ZONING
PERMIT REQUIREMENTS FOR ENERGY CONVERSION SYSTEMS**

- 1) This will apply to the installation of solar photovoltaic systems.
- 2) All units to be installed according to the New York State Building Codes and National Electrical Codes. Applicable generally accepted standards will also apply. All devices must be approved by a nationally recognized testing agency.
- 3) Completed **application, signed by owner**. Signatures must be original; scanned or photocopied signatures are not accepted. If solar array is less than 12 kW, the NYS Unified Solar Permit (USP) application must be used.
- 4) **Fee submitted with application:** See Fee Schedule
- 5) Submit one of the following **insurance forms**
 - New York State Workman's Compensation certificate (form C-105.2) or
 - New York State Insurance Fund (form U-26.3) or
 - Contractor's Exemption (form CE-200).
 - **The Certificate of Liability Insurance (ACORD25 form) is NOT acceptable.**
- 6) Copy of **installation instructions and plans** for the solar arrays.
- 7) Copy of **construction plans** of wall, and/or roofing structural members.
- 8) **An inspection is to be called in before any component is covered over**. Please call at least 24 hours in advance. A final inspection will be conducted when the project is completed.
- 9) Orange permit must be visible from the street.
- 10) All electrical equipment and wiring to be installed must be inspected by an approved electrical inspection agency. **A Final electrical certificate is required from:**
 - Atlantic-Inland Inc, or
 - CNY Electrical Inspection Services LLC, or
 - Commonwealth Electrical Inspection Service Inc.
- 11) **Affidavit signed and notarized** accompanied with electrical inspection certificates are required to close out the permit.

Any questions, please call Planning & Zoning at (315) 446-3910 x3, or email at dev_oper@townofdewitt.com

New York State Unified Solar Permit

Expedited Solar Permit Process for Small-Scale Photovoltaic Systems

Requirements for Application Submittal – STEP 1

For use in all New York State counties with the exception of Nassau County and Suffolk County.

The expedited solar permitting process uses a unified permit across municipalities in New York State

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending proper completion of forms, submission of approved plans and approval by municipality.

An electronic version of this form can be found at:
<http://www.townofdewitt.com/Permits.aspx>

All applicants must submit:

1. Unified Solar Permit for Small-Scale Photovoltaic Systems Eligibility Checklist – STEP 2

2. One (1) set of plans that include:

- Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- One-Line or 3-Line Electrical Diagram. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- Specification Sheets for all manufactured components.
- All diagrams and plans must include the following: (a) Project address, section, block and lot number of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; and (d) System capacity in kW-DC.

3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application – STEP 3

4. Permit Fee Amount—Please Circle One

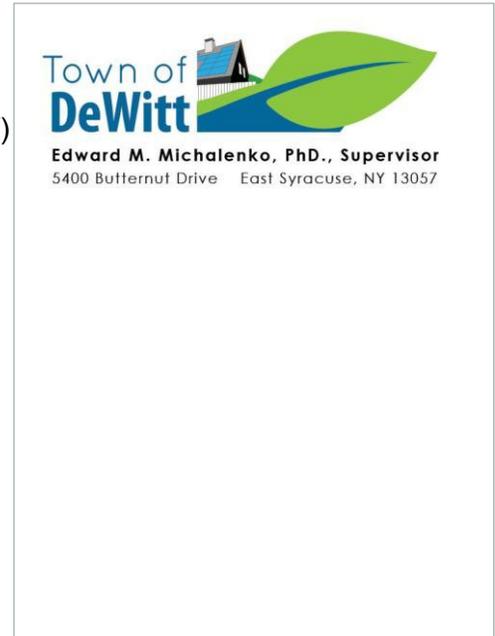
Residential = \$60.00 Commercial = \$60.00 + (\$6.00/\$1,000.00 Construction Cost)

Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and will be provided within 7 days of inspection request.

The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.

Visit ny-sun.ny.gov for more information on the NY-Sun Initiative.





Eligibility Checklist – STEP 2

To determine if you are eligible for the expedited permitting process, answer the questions below.

1. Solar installation has a rated capacity of _____.
- Yes No 2. Solar installation is not subject to review by an Architectural or Historical Review Board.
- Yes No 3. Solar installation does not need a zoning variance.
- Yes No 4. Solar installation is to be mounted on a permitted roof structure of a building, or on a legal accessory structure. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes No 5. Solar installation is compliant with all applicable electrical and building codes.
- Yes No 6. Solar installation is compliant with New York State Fire Code.
- Yes No 7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the state. **Must provide a copy of North American Board of Certified Energy Practitioners (NABCEP) certification and proof of NYS Workers Compensation.**
- Yes No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.
- Yes No 9. The PV system and all components will be installed per the manufacturer's specifications.
- Yes No 10. The project will comply with adopted National Electrical Code® requirements.
- Yes No 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment) and the life expectancy is equal to 20 years or more.
- Yes No 12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.
- Yes No 13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.

If you answered “No” to any Questions 2-10, you are not eligible to participate in the expedited permitting process and must go through the standard permitting process dictated by the municipality. If you answered “No” to any of Questions 11-13, you must provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional weight and wind loads of the solar energy system. If you answered “Yes” to all of the above questions, please sign below to affirm that all answers are correct, and you have met all the conditions and requirements to participate in this expedited process.

Property Owner's Signature

Date

Solar Installation Contractor Signature

Date

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Application – STEP 3

1. Property Owner:

Property Owner's Name

Phone Number

Property Address

Tax Map #

2. Existing Use:

Single Family

2-4 Family

Commercial

Other _____

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

PV System: _____ kW-DC

\$ _____ Construction Cost

4. Solar Installation Contractor:

Business Name

Business Address

Contact Name

Phone Number

License Number(s) (Provide a Copy of NABCEP Certification)

5. What is the existing roofing material and approximate age of the roof?

6. Provide method and type of weatherproofing for roof penetrations (i.e., flashing, caulk).

7. Is the mounting structure an engineered product designed to mount PV modules? Yes No

If no, provide details of structural attachment in a letter certified by a design professional.

continued >

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Application – STEP 3 *(continued)*

Permit # _____

8. For manufactured mounting systems, provide the following information about the mounting system:

- a. Mounting System Manufacturer _____
- b. Product Name and Model Number _____
- c. Total Weight of PV Modules and Rails _____ lbs.
- d. Total Number of Attachment Points _____
- e. Weight per Attachment Point (c ÷ d) _____ lbs.
- f. Maximum Spacing Between Attachment Points on a Rail _____ inches
(see product manual for maximum spacing allowed based on maximum design wind speed)
- g. Total Surface Area of PV Modules (square feet) _____ ft²
- h. Distributed Weight of PV Module on Roof (c ÷ g) _____ lbs./ft²

9. Indicate quantity, brand, make and model of the:

Inverter(s):

Quantity	Brand/Make	Model
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Module(s):

Quantity	Brand/Make	Model
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Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to participate in this expedited process.

Property Owner's Signature	Date
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Solar Installation Contractor Signature	Date
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Issuing Officers Signature	Date
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Conditions/Notes: _____

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Town of DeWitt
Development Permit
Application
Department of Planning & Zoning

Foundation Approval _____ Date _____ Signed _____
Conditional Approval _____ Date _____ Signed _____
Certificate of Compliance _____ Date _____ Signed _____
ZBA Approval _____ Date _____ Decision _____
Planning Bd. Approval _____ Date _____ Decision _____

Date _____

Nature of Work
New Building [] SF _____
Addition [] SF _____
Alteration [] SF _____
Repair [] SF _____
Conversion [] SF _____
Removal [] _____
Demolition [] Construction _____
Grad/Filling/Excav. [] Cost \$ _____
Sign [] Permit Fee _____
Pool [] \$ _____
Tank [] _____
Other _____

Property/ Owner Information
Address _____
City/ST/Zip _____
Tax Map No. _____ - _____ - _____ Zoning District _____
Flood Plain Design _____ Wet Land Design _____
Present Use & Occupancy _____
Property Owner _____
Owner's Address _____
Owner's Phone No. (H) _____ (W) _____
Owner's Signature _____

Description of Proposed Development _____
Description of Intended Use _____

Approved Plan Reference

Company/Designer Name _____ Plan Date (Original) _____
Plan Title _____ Last Revision _____ Number of Pages _____

Contractor Information

Name of Architect or Engineer _____
Contact Person _____ Phone No. _____
Address _____ City _____ State _____ Zip _____
Name of Contractor _____
Contact Person _____ Phone No. _____
Address _____ City _____ State _____ Zip _____

STATE OF NEW YORK,
COUNTY OF _____ SS.

X _____ being duly sworn deposes and says that s/he is the
(Name of individual signing application)

X _____
(Contractor, agent, corporate officer, owner, etc.)
of said owner or owners, and is duly authorized to perform or have performed the said work
and to make and file this application; that all statements contained in this application are true
to the best of his knowledge and belief and that the work will be performed in the manner set
forth in the application and in the plans and specifications filed therewith.
(If owner, notarization is not necessary)

X _____
(Applicant's signature)
Sworn to before me this _____ day of _____, 20_____.

I have personally reviewed this application and find that these
accurately describe the intended work, and use, and that they
comply with NYS Building Codes, and Onondaga County and
Town Laws and Ordinances.

Issuing Officers Signature _____
Date _____
Conditions _____

General Development Rules
Town of DeWitt

Application is hereby made to the Town of DeWitt Department of Planning & Zoning for the issuance of a permit to the New York State Uniform Fire Prevention and Building Code and applicable local laws for the construction of buildings, additions or alterations, or for other physical improvements or for the removal or demolition, as herein designated. The applicant and property owner agree to comply with said laws, ordinances, regulations and following rules:

1. An **ORIGINAL** shall be completed in ink with **TWO COPIES** and shall be accompanied by two complete sets of plans showing all proposed construction; one complete set of specifications, a current survey within ten years showing all improvements. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical, and plumbing installation, and Workman's Compensation certificate.
2. No work covered by this application may be commenced prior to the issuance of a Development Permit. Project is double fee if started without permit.
3. No building or premises shall be occupied or used for any purpose whatsoever until a Certificate of Occupancy/ Compliance has been issued by the Department. If a second "Final" inspection is needed due to incomplete construction or improvements, a charge of \$40.00 shall be levied. (Please note that your Development Permit Fee includes one (1) "Final" on Certificate of Occupancy/Compliance inspection.)
4. Upon approval of this application, a Foundation Permit or Specific Permit will be issued to the applicant for conspicuous posting and availability at the job site at all times.
 - When an "As Built" foundation survey is presented and approved by the Department, the Final Permit will be issued.
5. All electrical work is to be inspected by a Town approved organization.
6. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
7. In signing this application the applicant agrees to permit at all reasonable hours the entry of Department Representatives and authorized inspection agencies.

For information contact:

Town of DeWitt
Planning & Zoning
5400 Butternut Drive
East Syracuse, NY 13057
Phone (315) 446-3910 x3
Fax (315) 449-0620
www.townofdewitt.com

**TOWN OF DEWITT
PLANNING & ZONING
FEE SCHEDULE***

<u>ITEM</u>	<u>FEE</u>	<u>NOTES</u>
I. <u>DEVELOPMENT PERMIT*</u>		
A. Base Fee	\$75	Base fee for all NYS Uniform Requirements plus local property improvement requirements
1. Residential	plus \$26/100 SFGFA	
2. Retail	plus \$26/100 SFGFA	
3. Office	plus \$32/100 SFGFA	
4. Warehouse	plus \$16/100 SFGFA	
5. Other Occupancies	plus \$32/100 SFGFA	
6. Detached Garages	plus \$12/100 SFGFA	
7. Specialty Items	plus \$8.00/1000 construction cost	Alterations, repairs, conversions: towers, pools, signs, fences, decks, sheds, demolition, grading & filling, etc.
8. Operating Permits	\$65	Pyrotechnics, public assembly, hazardous materials
9. Zoning Compliance Letter	\$65	
10. Codes Review	fifty (50) percent of permit fee	
11. Zoning Information Research	\$65	
12. After Hours Inspection Fee	\$95	
II. <u>ZONING BOARD (see V, below)*</u>		
1. For lots ≤ 1 Acre or ≤ 3,000 SFGFA. Area Variance	\$325 + \$75 for additional variance(s)	
2. For all lots > 1 Acre or > 3,000 SFGFA, Area Variance	\$1500	
3. For all SIGNS	\$500	
4. Use Variance	\$1000	
5. Special Permit	\$500	
III. <u>PLANNING BOARD (see V, below)*</u>		
A. Base Fee	\$500	All site plan review applications
<1 acre	No additional fee	
>1 acre < 3 acres	+\$1000	
> 3 acres	+\$2500	
1. Subdivision Review	plus \$40/ lot	
2. Zone Change	\$1,500	
3. Amended Site Plan Review	\$250	
4. Simple Subdivision	\$310	

(OVER)

IV. SUBDIVISION PARKLAND FEES

R-0, R-1, R-1A, R-2, R-3

\$1,000/unit

V. TECHNICAL/ ENGINEERING FEES

Fees to offset review expenses for Planning Board and Zoning Board of Appeals projects are collected and placed in a separate escrow account at the time of application to the board(s). Generally, the fee ranges from \$300 to \$4000. The balance is returned to the applicant at the completion of a project or, if more funds are needed, a written request will be made. PLEASE CONTACT THE P&Z OFFICE to determine the amount of the escrow fee to be SUBMITTED in a SEPARATE CHECK made payable to the "Town of DeWitt".

VI. PROJECT NOTICE SIGN RENTAL

\$75 1ST sign

plus \$40 for additional sign

\$35 / sign refund for each sign
returned to P&Z

VII. CRESigns

\$300

Yearly fee

* A Development Permit, Planning Board or Zoning Board of Appeals fee shall increase 100% if construction commences prior to permit issuance or board approval.

A \$40 re-inspection fee shall be charged for repeat inspection.

NAARC – New, Addition, Alteration, Repair or Conversion

SFGFA – Square Foot Gross Floor Area is that area covered and enclosed space

CRE – Commercial Real Estate

EFFECTIVE: 1 May 2017 AS ADOPTED 10 NOVEMBER 2017

REV 5.1.2017