



OFFICE OF THE BUILDING INSPECTOR  
Village of Hastings On Hudson  
Municipal Building  
7 Maple Avenue  
Hastings On Hudson, New York 10706  
(914) 478-3400 Ext. 613  
Fax: (914) 478-4624  
BldgInsp@Hastingsgov.org

## PHOTOVOLTAIC (PV SOLAR) RESIDENTIAL SYSTEMS PERMIT APPLICATION CHECK LIST

It is suggested that all applicants applying for a permit read and understand the manufacturer's installation instructions prior to applying for a Building Permit.

### REQUIREMENTS TO APPLY FOR A PHOTOVOLTAIC (PV SOLAR) SYSTEM PERMIT

- 1) Apply online at [www.hastingsgov.org](http://www.hastingsgov.org) for a Building Permit, and along with your application submit to the Building Department the following:
- 2) Owners phone number and email address entered in the online permit application
- 3) Evidence of Workers' Compensation Insurance (on a C-105 or equivalent)
- 4) Evidence of Liability Insurance naming the Village of Hastings on Hudson as additionally insured
- 5) A copy of the contractor's Westchester County Department of Consumer Affairs License
- 6) An affidavit from a NYS licensed professional detailing and certifying that the existing structure meets or exceeds the minimum load requirements as per TABLE R301.2(1) for wind load before and after installation of the proposed equipment or the proposed upgrades to the existing structure to accomplish the aforesaid
- 7) Drawings (signed and sealed by a NYS licensed professional) of the roof plan showing the following criteria:
  - a) All arrays of proposed PV panels on all roof surfaces
  - b) Arrays maintaining a 2' setback from all ridges, hips valleys and gable ends
- 8) Drawings or manufacturer's cut sheets of the array mounting hardware and interconnection diagram and specifications
- 9) Drawings or manufacturer's cut sheets of the unit mount and roof penetration's flashing system
- 10) 3 wire diagram showing all proposed equipment as governed by the National Electric Code (NEC)
- 11) A diagram showing all proposed labels and labeling locations including: Solar AC Disconnect, Inverter Output Connection, Warning: Dual Power Source, Warning: PV combiner Panel, Solar PV Circuits Only, Solar Production Meter (see attached sample sheet)
- 12) Pictures of the dwelling showing photoshopped arrays on the structure
- 13) A Fire Department AC disconnect, located outside the dwelling next to the utility meter
- 14) Separate electrical permit application by a Westchester County Department of Licensing licensed Electrician, with all required insurances and the appropriate fee (must be filed by the licensed contractor)
- 15) Submit signed checklist with submission and appropriate permit fees

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, you attest to reading the manufacturer's installation instructions and that all the information asked for above has been submitted and that the submitted information is correct

Note: This list is given to assist in the application process. It is not intended to be a replacement for the Building or Zoning Code, County or State Regulations or Consolidated Edison requirements. Unique and special projects may require additional information.

Hours of construction: Monday-Saturday 7:30 a.m.- 8 p.m.; Sunday 10 a.m.- 5 p.m.  
Only completed applications will be accepted with attached certificates and county license



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## LICENSED PROFESSIONAL AFFIDAVIT for RESIDENTIAL SOLAR SYSTEMS

TO BE SUBMITTED AS PART OF THE PERMIT APPLICATION

### AFFIDAVIT OF ARCHITECT OR ENGINEER

State of New York        }  
 ss.: County of Westchester  
 }

I the undersigned, under penalty of perjury, do hereby affirm:

1. I am the (architect)(engineer) duly licensed in the State of New York
  - a) I am the NYS licensed design professional named in the Application for a Building Permit for a residential solar system located at \_\_\_\_\_, Hastings-on-Hudson, New York 10706.
  - b) I have inspected the existing building and structure and find that the existing structure with the proposed solar panel installation and connections to the existing roof meet the minimum criteria set forth in:
 

Applicable Codes:	2010 Residential Code of New York State
	2001 Wood Frame Construction Manual
Design Roof Load:	30 psf live load, 115 psf dead load, 45 psf total load
Design Wind Load:	100 mph, 35spf

**OR** have proposed additional measures to ensure compliance with above.
  
4. I have reviewed the following submitted drawings and/or manufacturer specifications as part of the submission
 

List applicable plans with revision dates: \_\_\_\_\_ (rev date)  
 \_\_\_\_\_ (rev date)  
 \_\_\_\_\_ (rev date)  
 \_\_\_\_\_ (rev date)  
 \_\_\_\_\_ (rev date)
  
5. The plans, drawings and specifications for the Building Permit are requested and listed above, as submitted (a)- were prepared by me or under my supervision, and (b)-to the best of my knowledge comply with the requirements of the Residential Building Code of New York State as adopted by the Village of Hastings-on-Hudson, applicable design loads and all other applicable laws, rules and regulations governing building construction.

\_\_\_\_\_  
 \_\_\_\_\_

Signature  
 (Architect)                      (Engineer)

Sworn to before me this  
 \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

PHOTOVOLTAIC DC DISCONNECT  
**WARNING! ELECTRIC SHOCK HAZARD!**

Voc	V
Vmp	V
Isc	A
Imp	A

**SolarCity** (888) SOL-CITY  
 SOLARCITY.COM

Label Location:  
 (DC), (INV)  
 Per Code:  
 CEC 690.53, NEC 690.53

**Solar Disconnect**

**WARNING - Electric Shock Hazard**  
**DO NOT TOUCH TERMINALS**  
 Terminals on both line and Load sides  
 may be energized in the Open Position

Label Location:  
 (AC), (LC)  
 Per Code:  
 CEC 690.17, NEC 690.14 (4)

**WARNING - Dual Power Sources**  
 Second source is photovoltaic system

Label Location:  
 (INV), (AC), (LC), (M)

**DC DISCONNECT**

**WARNING - Electric Shock Hazard**  
**DO NOT TOUCH TERMINALS**  
 Terminals on both line and Load sides  
 may be energized in the Open Position  
 DC VOLTAGE IS ALWAYS PRESENT WHEN  
 SOLAR MODULES ARE EXPOSED TO SUNLIGHT

Label Location:  
 (DC), (INV)

**WARNING - Electric Shock Hazard**  
 No user serviceable parts inside  
 Contact authorized servicer for assistance

Label Location:  
 (CB)

PHOTOVOLTAIC POINT OF INTERCONNECTION  
**WARNING! ELECTRIC SHOCK HAZARD!**  
 DO NOT TOUCH TERMINALS. TERMINALS ON BOTH THE  
 LINE AND LOAD SIDE MAY BE ENERGIZED

PV POWER SOURCE

MAXIMUM AC CIRCUIT OUTPUT OPERATING CURRENT	A
OPERATING AC VOLTAGE	V

**SolarCity** (888) SOL-CITY  
 SOLARCITY.COM

Label Location:  
 (POI)

**WARNING!**  
 INVERTER OUTPUT CONNECTION. DO NOT  
 RELOCATE THIS OVERCURRENT DEVICE.

Label Location:  
 (POI)

PHOTOVOLTAIC AC DISCONNECT  
**WARNING! ELECTRIC SHOCK HAZARD!**

OPERATING AC VOLTAGE	V
MAXIMUM OPERATING CURRENT	A

**SolarCity** (888) SOL-CITY  
 SOLARCITY.COM

Label Location:  
 (AC), (D), (LC)  
 Per Code:  
 CEC 690.8.A.3 & CEC 690.54, NEC 690.14 (c)(2)

**PV COMBINER BOX**  
**WARNING:**  
**ELECTRIC SHOCK HAZARD**

Label Location:  
 (CB)

**CAUTION: SOLAR CIRCUIT**

Label Location:  
 (C)

- (AC): AC Disconnect
- (C): Conduit
- (CB): Combiner Box
- (D): Distribution Panel
- (DC): DC Disconnect
- (IC): Interior Run Conduit
- (INV): Inverter With Integrated DC Disconnect
- (LC): Load Center
- (M): Utility Meter
- (POI): Point of Interconnection

CONFIDENTIAL - THE INFORMATION HEREIN CONTAINED SHALL NOT BE USED FOR  
 THE BENEFIT OF ANYONE EXCEPT SOLARCITY INC., NOR SHALL IT BE DISCLOSED  
 IN WHOLE OR IN PART TO OTHERS OUTSIDE THE RECIPIENT'S ORGANIZATION,  
 EXCEPT IN CONNECTION WITH THE SALE AND USE OF THE RESPECTIVE  
 SOLARCITY EQUIPMENT, WITHOUT THE WRITTEN PERMISSION OF SOLARCITY INC.

Labels



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