



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 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 18" setback from all ridges, hips and valleys or surface that abuts another adjacent roof
 - c) Arrays maintaining a 36" setback from all single aisles such as 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 and Rapid Shutdown of solar system (see attached sample sheet)
- ___ 12) A Fire Department AC disconnect, located outside the dwelling next to the utility meter and/or Notice of NEC required Rapid Shutdown of PV systems on Buildings as per section 690.56(c) of the National Electric Code (NEC)
- ___ 13) 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)
- ___ 14) Submit signed checklist with submission and appropriate permit fees
- ___ 15) Fire Department access lanes

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