

# TOWN OF WOODSTOCK • BUILDING DEPARTMENT

45 COMEAU DRIVE • WOODSTOCK NY 12498

Tel: 845-679-2113x13 • Fax: 845-679-8743 • [building@woodstockny.org](mailto:building@woodstockny.org)

## NYS UNIFIED SOLAR PERMIT APPLICATION

FOR ELIGIBLE SOLAR PHOTOVOLTAIC (PV) INSTALLATIONS

### PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- |                              |                             |                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. Has a rated DC capacity of 25 kW or less.                                                                                                                                                                                              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)                                                                                              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. Does not need a zoning variance or special use permit.<br>(If variance or permit has already been issued answer YES and attach a copy)                                                                                                 |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.                                                                                                                |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.                                                                                                                                              |

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- Building Department Permit application as a cover sheet, which may be obtained in person at the building department office or downloaded at the building department's website: <http://woodstockny.org/content/Departments/View/1>
- Site plan with applicable set-backs.
- Certificates of NYS Workers' Comp and General Liability insurances from the contractor naming the Town of Woodstock as certificate holder.
- This NYS Unified Solar Permit application form, with all fields completed and bearing relevant signatures.
- Permitting fee based on estimated cost of installation, rounded up in dollars to next thousand, \$30 for first \$1000 and \$10 for each additional \$1000, by check or money order made payable to Town of Woodstock.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted via US postal service or in person to the building department at 45 Comeau Drive, Woodstock NY 12498, during business hours Mon-Fri (excluding holidays), 9am-4pm.

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within ten business days of receipt of complete and accurate applications. The municipality will provide feedback within ten business days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to Building Department e-mail; [building@woodstockny.org](mailto:building@woodstockny.org)

## PROPERTY OWNER

Property Owner's First Name Last Name Title

Property Address

City State Zip

Section Block Lot Number

## EXISTING USE

Single Family  2-4 Family  Commercial  Other

## PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Solar PV System: \_\_\_\_\_ kW DC

## SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application.

Supply side connection with microinverters  Load side connection with DC optimizers  
 Supply side connection with DC optimizers  Load side connection with microinverters  
 Supply side connection with string inverter  Load side connection with string inverter

## SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address City State Zip

Contractor Contact Name Phone Number

Contractor License Number(s) Contractor Email

Electrician Business Name

Electrician Business Address City State Zip

Electrician Contact Name Phone Number

Electrician License Number(s) Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature Date

Solar Installation Company Representative Signature Date