



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph:845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.org

## PERMIT APPLICATION

# NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

### 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:

- Yes  No 1. Has a rated DC capacity of 25 kW or less.
- Yes  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)
- Yes  No 3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)
- Yes  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.
- Yes  No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes  No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: [https://ecode360.com/documents/pub/RH1002/Misc\\_Documents?](https://ecode360.com/documents/pub/RH1002/Misc_Documents?) or obtained in person at Village Hall, Building Department, 2<sup>nd</sup> Floor, 76 E Market Street, Rhinebeck, NY during business hours 10:00am – 2:30pm.

### SUBMITTAL INSTRUCTIONS

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

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of \$150.00 or \$0.60 per sq. ft., payable by check only, made payable to the Village of Rhinebeck.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to [rdowden@villageofrhinebeckny.gov](mailto:rdowden@villageofrhinebeckny.gov) or in person at 76 E Market Street, Rhinebeck, NY during business hours 9:00am – 4:00pm. (Closed Holidays)

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 5 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 5 calendar days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Building Department Clerk at [rdowden@villageofrhinebeckny.gov](mailto:rdowden@villageofrhinebeckny.gov).



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph:845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.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

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



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph: 845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.org

---

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



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph: 845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.org

## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

### NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

#### PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) ELECTRICAL and BUILDING PERMIT are required. Planning review IS NOT required for solar PV installations of this size. Fire Department approval IS NOT required for solar PV installations of this size.

#### SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at [https://ecode360.com/documents/pub/RH1002/Misc\\_Documents?](https://ecode360.com/documents/pub/RH1002/Misc_Documents?)
- b) Construction Documents, with listed attachments should include a full set of solar array specifications and attachments along with insurance to include Liability and Worker's Compensation. Construction Documents must be stamped by and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

Village of Rhinebeck, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection)
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
- Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph:845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.org

- c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.
- d) Provide construction drawings with the following information:
- The type of roof covering and the number of roof coverings installed.
  - Type of roof framing, size of members, and spacing.
  - Weight of panels, support locations, and method of attachment.
  - Framing plan and details for any work necessary to strengthen the existing roof structure.
  - Site-specific structural calculations.
- e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

## PLAN REVIEW

Permit applications can be submitted to the Building Department in person at 76 E Market Street, Rhinebeck, NY 12572 or faxed to 845-876-5453.

## FEES

Minimum Fee: \$150.00 or \$0.60 per sq. ft.

## INSPECTIONS

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting Building Department by telephone at 845-876-1922, Ext. 2 or email [jfenton@villageofrhinebeckny.gov](mailto:jfenton@villageofrhinebeckny.gov).

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

In order to receive final approval, the following inspections are required:

**ROUGH INSPECTION, REQUIRED** During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify Building Inspector, 845-876-1922, Ext.1, before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector. The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

**For FINAL INSPECTION.** The applicant must contact the Building Inspector, 845-876-1922, Ext. 1 when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including;
  - Example of array attachment point and flashing/sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method/device.
  - Module and microinverter/DC optimizer nameplates.
  - Microinverter/DC optimizer attachment.
  - An electrical inspection certificate done by a third-party electrical inspector



# VILLAGE OF RHINEBECK

76 EAST MARKET STREET, RHINEBECK, NY 12572-1697 Ph: 845-876-1922, 876-5453 Fax  
www.rhinebecknyvillage.org

## UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process:

- Standard Application [https://ecode360.com/documents/pub/RH1002/Misc.\\_Documents?](https://ecode360.com/documents/pub/RH1002/Misc._Documents?)

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at [www.rhinebecknyvillage.org](http://www.rhinebecknyvillage.org) or contact Building Department at 845-876-1922.

