

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

Plans:  Yes  No

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 345-1553  
Fax (914) 592-8129

Total Fee: \_\_\_\_\_

Application fee  
+ Building Permit fee  
+ Electrical Permit Fee

## RESIDENTIAL SOLAR PERMIT APPLICATION

Application is hereby made to the Building Department for the issuance of Permits pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Village of Elmsford and laws of New York State. It is further agreed that the system will not be placed in operation until a Certificate of Completion has been issued.

Application Fee: \$160

### SITE DATA:

Street Address: \_\_\_\_\_

Project Description \_\_\_\_\_

*The following information is to be completed in full. Address must include Street, City, State, and Zip.*

### OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT:** Applicant is:  Owner  Contractor  Other \_\_\_\_\_ (complete on next page if "Other")

### SOLAR CONTRACTOR (General Contractor):

Name: \_\_\_\_\_

(Westchester County Home Imp. License No.)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Total Cost of Construction : \$ \_\_\_\_\_ (\*\*see page 2)

Building Permit Fee: \_\_\_\_\_

### ELECTRICAL CONTRACTOR:

Name: \_\_\_\_\_

(Westchester County Electrician's License No.)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Cost of Electrical Work: \$ \_\_\_\_\_ (\*\*see page 2)

Electrical Permit Fee: \_\_\_\_\_

**(Form continued on next page)**

**ENGINEER**

Name: \_\_\_\_\_

(New York State Registration #)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT: (If other than Owner or Contractor)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**COST OF CONSTRUCTION OR VALUATION:**

\*\* Cost of Construction or Valuation = Valuation or Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done previously without permit or new in connection therewith, exclusive of the cost of the land. The estimated cost shall include all costs related to the above described project and shall include all labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable valuation or estimate for construction is not provided, the Building Inspector shall determine the amount. If the final cost is less than the estimated cost stated in this Application for Building Permit, no portion of the fee paid upon the filing of the Certificate of Compliance application will be refunded) [see fee schedule on Page 4]

**AUTHORIZATION:**

State of New York, County of \_\_\_\_\_, \_\_\_\_\_ being duly sworn deposes and says they are the owner or authorized representative by attached completed proxy statement and are duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of their 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.

Sworn to before me                      Owner or Authorized Representative Signature: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_                      Print Name: \_\_\_\_\_

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

Seal

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**DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY**

Building Department Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved     Approved

Zone: \_\_\_\_\_ Section - Block - Lot: 5 - \_\_\_\_\_ - \_\_\_\_\_

- Contractors Insurance & Workers Comp Included and up to date
- Electricians Insurance & Workers Comp Included and up to date
- Electricians License Copy Included
- 10 Sets of Plans & 8 Sets of Photos with rendering collated & stapled

- Engineers Stamped Calculations
- 3<sup>rd</sup> Party Electrical Inspection Form

ARB Approval Date: \_\_\_\_\_

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## PROXY STATEMENT

Proxy is required for all applications (Building, Electrical, Plumbing, Mechanical, Sign, Architectural Review.) when anyone other than the Owner is signing the application.

Date: \_\_\_\_\_

State of \_\_\_\_\_) ss:

County of \_\_\_\_\_)

\_\_\_\_\_ being duly sworn, deposes and says the he/she resides at  
(Owner's full name)

\_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_  
(Street, City/Town) (County) (State)

and that he/she is the owner of \_\_\_\_\_, the premises described in the attached  
(Street Address)

application and that he/she has authorized \_\_\_\_\_ to make the attached  
(Applicant Name)

application for installation of Solar Panels and to represent them at all Board and/or Commission meetings, and has

authorized \_\_\_\_\_ to make the attached application for Electrical Work  
(Electrician's Name)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

Seal

# Application Instruction for Solar Panels

## Submit the Following:

- **10 Sets of plans**

Plans must include:

Site Plan, showing roof with panel layout, location of inverters, meter and other devices, driveway, garage and street/curb location and other pertinent details.

Panel mounting details and specifications

Structural details and reinforcing – when needed

Wiring diagram

Safety Labels

Specifications for panels, inverters, clips, and other details

- **8 Sets of color photos** showing the entire house taken from street level, each set must include one photo each of the left side, right side and front of the house. A photo rendering of the front of the house showing the proposed panels on the roof is required if the panels will be visible from the street (rendering may take place of the front view).
- 8 Sets of photos and plans must be collated and stapled, with two remaining sets of plans.
- **2 Sets of roof loading calculations** with engineer's certification, must have an original signature and seal from a NYS licensed structural engineer.
- **Solar Permit Application** including proxy statement signed by the homeowner, Application fee, Permit fee (based on the entire cost of the job - see application for fee schedule) Electrical Permit Fee, Proof of workmen's compensation and liability insurance naming the Village of Elmsford as additional Insured for both Solar Contractor and Electrician. The Workmen's comp. insurance must be on the appropriate NYS approved form, (not on an accord form), a copy of the electricians Westchester County License, and a complete 3<sup>rd</sup> party inspection form from one of the three Village approved inspection agencies:
  - New York Electrical Inspection Service
  - Westchester Rockland Electrical Inspection Service
  - State Wide Electrical Inspection Service.

## Review Process:

Plans are reviewed for completeness and compliance with Codes and are placed on the agenda for the next available Architectural Review Board Meeting. Meetings are typically the first and third Monday of the month at 6:30 PM however the schedule varies. Applicant must attend in case the Board has questions on the application. If the Board approves the application and all documents and fees are in order, the permit is typically issued within one week of the meeting depending on workload.

## Completion:

Call to notify the Building Department when work begins. Upon completion of the installation, submit the Electrical Inspection Certificate along with a signed and sealed letter from the Design Engineer certifying that the work was performed in accordance with the plans. A final inspection is then scheduled and when the inspection passes, a certificate of completion is issued.

## Permit Fee Schedule:

Application Fee:	\$160.00	
Building Permit Fee (Solar Contractor):	\$12.50 per \$1,000.00 of total construction cost	
Electrical Permit Fee:	\$0 to \$499 (Electrical Work Cost)	\$60.00
	\$500 to \$999	\$70.00
	\$1,000 to \$1,999	\$80.00
	\$2,000 to \$3,999	\$90.00
	\$4,000 to \$9,999	\$135.00
	\$10,000 to \$50,000	\$200 + 2%

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