



PROJECT ELIGIBILITY FOR PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the permitting process (subject to verification by the Town of Berne).

The proposed solar PV system installation:

- Yes No 1. Has a rated DC capacity of 25 Kw or less.
 Approved (If site plan approval for a system greater than 25 kW has already been issued, check NO and APPROVED, and attach a copy)
- Yes No 2. Requires a zoning variance or special use permit.
 Approved (If variance or special use permit has already been issued, check YES and APPROVED, and attach a copy.)
- Yes No 3. Is subject to Historic Review.
 Approved (If Historic Review approval has already been issued, check YES and APPROVED and attach a copy)
- Yes No 4. Is to be 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. Will be the only solar PV system installed on the lot at time of installation.

Additional criteria:

- Yes No 6. The total rated DC capacity of all the solar PV systems installed on the lot, including all previously installed systems and the proposed system will be 25 kW or less.
 Approved (If site plan approval for a total rated capacity of greater than 25 kW has already been issued, check NO and APPROVED, and attach a copy)
- Yes No 7. The solar installation contractor complies with all licensing and other requirements of the jurisdiction and the State.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Town of Berne Small Scale Solar Permit and must submit necessary variance or permit applications. Variance and permit applications may be downloaded here: <http://berneny.org/building-zoning/> or obtained in person at Berne Town Hall at 1656 Helderberg Trail during regular business hours.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the solar permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of \$60 and a filing fee of \$10, payable by check to The Town of Berne.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person or mailed to the Town of Berne, PO Box 57 (1656 Helderberg Trail), Berne, NY 12023.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Building and Zoning Administrator (518) 872-1448, ext. 104.

PROPERTY OWNER

Property Owner's First Name

Last Name

Property Address

Property Tax Map number

Property Zoning District

Property Owner's Mailing Address

Town

State

Zip

EXISTING USE

1-2 Family Multi Family Business/Commercial Farm Farm in a NYS designated Agricultural District

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

Proposed Solar PV System: _____ kW DC Solar PV System already existing on lot: _____ kW DC

SELECT SYSTEM CONFIGURATION

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

- | | |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters | <input type="checkbox"/> Load side connection with DC optimizers |
| <input type="checkbox"/> Supply side connection with DC optimizers | <input type="checkbox"/> Load side connection with microinverters |
| <input type="checkbox"/> Supply side connection with string inverter | <input type="checkbox"/> 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



This information bulletin is published to guide applicants through the solar PV permitting process for solar photovoltaic (PV) projects. 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:

- a) Town of Berne Solar Permit
- b) Building Permit

Planning Board review may be 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 Town of Berne Small Scale Solar Permit Application. This permit application form can be downloaded at <http://berneny.org/building-zoning/>
- b) Construction Documents, with listed attachments. (Samples are available at [NYSERDA Resources for Solar Permitting](#).) Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Town of Berne 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).
 - Sizing and location of battery system (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.
- 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 and Zoning Administrator in person at the Berne Town Hall, 1656 Helderberg Trail or mailed to Town of Berne, PO Box 57, Berne, NY 12023.

FEES

\$60 – application fee

\$10 – filing fee

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 the Zoning and Building Administrator by telephone at (518) 872-1448. 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. Applicants are required to arrange for electrical inspections by third-party UL electrical inspectors.

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

ROUGH INSPECTION: 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 the Building and Zoning Administrator before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the administrator.

The administrator will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

FINAL INSPECTION: The applicant must contact the zoning and building administrator 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 administrator:

- 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.

The Town of Berne may utilize the Solar PV Permitting and Inspecting in New York State document as a guidance document, found here: <http://berneny.org/building-zoning/>. (Please note: the NY State Unified Solar Permit found within this guidance document is not used by the Town of Berne.)

The inspection checklist in the guidance document provides an overview of common points of inspection that the applicant should be prepared to show compliance. If the guidance document is not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following:
 - Sign identifying PV power source system attributes at DC disconnect.
 - Sign identifying AC point of connection.
 - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

DEPARTMENTAL CONTACT INFORMATION

For additional information about this permitting process, please consult our Building and Zoning Administrator (518) 872-1448, ext. 104.