



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

**The Town of Irondequoit adopted New York State's 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: or obtained in person at: **1280 Titus Avenue, Rochester, NY 14617** during business hours: **8:30AM-4:30PM.**

### **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 **\$50.00 (residential)/\$100 (commercial)** payable by **cash or check made payable to: Town of Irondequoit.**
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person at: **1280 Titus Avenue, Rochester, NY 14617** during business hours: **8:30AM-4:30PM.**



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## 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 / License Number(s)

Contractor Business Address

Contractor Contact Name Phone Email

Electrician Business Name / License Numbers

Electrician Business Address

Electrician Contact Name Phone 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**