



Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311

Fax. (516) 869-7662

SOLAR PANEL PERMIT REQUIREMENTS AND CHECKLIST

(pursuant to Chapter 2 of the Town Code)

ALL APPLICATIONS FOR A SOLAR PANEL PERMIT SHALL INCLUDE THE FOLLOWING DOCUMENTATION:

_____ Three (3) copies of the completed Application for Solar Panel Permit, with ownership statement notarized on 3 copies.

_____ Contractor Insurance Forms*

- a. Liability Insurance naming the Town of North Hempstead as certificate holder.
- b. Worker's Compensation Insurance:
 - i. C-105.2 (private insurance), naming the Town of North Hempstead as certificate holder.
 - ii. U-26.3 (from the State Insurance Fund), naming the Town of North Hempstead as certificate holder. For DEMOLITION, this form must specifically name or identify the address of property covered for demolition.
 - iii. SI-12 (self-insurance) does not name a certificate holder.
 - iv. GSI-105.2 (certificate of participation in WC Group self insurance), naming the Town of North Hempstead as certificate holder.
- c. CE-200 (exemption from WC and Disability). Must be submitted for each separate job or location of work.
- d. Disability Insurance:
 - i. State of New York Workers Compensation Board form DB-120.1 (private Insurance).
 - ii. DB-155 (self insurance) does not name a certificate holder.

_____ Short Environmental Assessment Form.

_____ Two (2) sets of construction drawings with original seal and signature of the design professional responsible for the work. (including solar panel connection detail, how they are being fastened to the roof and specifications of the equipment being installed)

_____ Site plan of building indicating the location of the panels on the roof

_____ Initial commercial solar application fees will be \$350, there is no fee for residential solar applications. Full fee for commercial solar permits will be determined by the Building Department and will be due prior to issuance of the Building Permit.

_____ Original Electrical Underwriter's Certificate will be required before final sign off.

_____ Original letter from NYS design professional indicating the additional load can be supported by the roof.

_____ If the applicant is part of the Solarize campaign, provide a copy of the Solarize-specific town liability release form at time of intake.

***Item not required to be submitted at the time of filing. Forms and information shall be required prior to issuance of Building Permit.**

Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing. Form 8-15



Town of North Hempstead
Department of Building, Safety, Inspection, and Enforcement

210 Plandome Road, Manhasset, NY 11030 Tele 516869-6311 Fax 516-869-7662 www.northhempsteadny.gov

APPLICATION FOR SOLAR PANEL PERMIT

Issued pursuant to §2.9 of the Code of the Town of North Hempstead

Application No. _____

Permit No. _____

Commercial [] Residential []

IS THE APPLICANT PARTICIPATING IN THE TOWN OF NORTH HEMPSTEAD SOLARIZE CAMPAIGN YES { } OR NO { }

Section: _____ Block: _____ Lot(s): _____ Zoning District: _____ Date: _____

ADDRESS OF PERMIT ACTIVITY: _____

City: _____ State: NY Zip: _____

DESCRIPTION OF WORK: _____

PROPERTY OWNER'S CURRENT ADDRESS:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

APPLICANT:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

ARCHITECT/ENGINEER:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

CONTRACTOR:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

ELECTRICIAN:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

OWNER'S AUTHORIZATION

I (we) hereby certify that:

1. I (we) agree to permit the Building Inspector and any officer or employee of the Town of North Hempstead to enter upon the premises in the discharge of their duties with this application.
2. Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Completion is issued. These plans shall be made available to the Building Inspector upon request.
3. Building Inspector shall be given a minimum forty-eight (48) hours notice to make the required inspection and no work shall continue until such inspection has been completed and approved.
4. Owner or his/her representative shall be responsible to arrange for all required inspections.
5. Owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Building Inspector.
6. Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of double fees penalties pursuant to §2-28 C of the Code of the Town of North Hempstead
7. Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
8. Occupancy or use of the premises without first obtaining Certificate of Completion / Approval is unlawful and may subject the owner of the premises to the penalties described in the Code of the Town of North Hempstead.

I _____ (Property Owner) deposes and says that he/she resides at _____ in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey, Section _____ Block _____ Lot (s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/we have read and understand items one (1) through nine (8) as here in stated, recognize that he/she is responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

{Signature of Property Owner _____

{Sworn to me this ____ Day of _____, 20____

{Signature of Notary Public: _____

FOR OFFICIAL USE ONLY

Final Survey received _____	
Final Inspection Date _____	Inspector Signature _____



Town of North Hempstead
Department of Building, Safety, Inspection, and Enforcement

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City: _____ State: NY Zip: _____

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Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

APPLICANT:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

ARCHITECT/ENGINEER:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Bus / Home # _____ Fax # _____

CONTRACTOR:

First Name: _____ Last Name: _____ License # _____

Business / Corp Name: _____

Current Home/Corp Address: _____ City: _____ State: _____ Zip: _____

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ELECTRICIAN:

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{Signature of Property Owner _____

{Sworn to me this ____ Day of _____, 20____

{Signature of Notary Public: _____

FOR OFFICIAL USE ONLY

Final Survey received _____	
Final Inspection Date _____	Inspector Signature _____

Town of North Hempstead

Supervisor
Judi Bosworth

Town Board
Viviana Russell
Peter J. Zuckerman
Angelo P. Ferrara
Anna M. Kaplan
Lee R. Seeman
Dina M. De Giorgio

Town Clerk
Wayne H. Wink, Jr.

Receiver of Taxes
Charles Berman



Department of Building, Safety Inspection & Enforcement

210 Plandome Road
P.O. Box 3000
Manhasset, NY 11030
Phone: 516-869-7660, 7680
Fax: 516-869-7662, 7922

Commissioner
John Niewender

Deputy Commissioner
Glenn Norjen

TOWN OF NORTH HEMPSTEAD HOLD HARMLESS AGREEMENT

This Agreement made this ____ day of _____, 20__, by and between the Town of North Hempstead (hereinafter referred to as the "Town" and _____ (hereinafter referred to as Applicant), residing at or having an office located at _____.

Applicant acknowledges although various Installers are working in conjunction with the Town's "Solarize" campaign to educate the public regarding the benefits of solar energy and encourage the use of solar energy, the Town is not promoting one solar Installer over another.

The Applicant understands the choice of an Installer to affix solar facilities on a property lies solely at the discretion of the Applicant.

Applicant further acknowledges there has been no communication from the Town regarding the possibility of installing solar facilities on their property, nor has the Town made any representations to the Applicant concerning the quality of any particular Installer's workmanship, the materials used in connection with the project or any other matter relating to the installation of solar facilities on the Applicant's property.

In consideration of Installer's willingness to enter into this Contract for discounted rates and/or other incentives in connection with the Town's Solarize campaign, the Applicant does hereby release, remise and forever discharge the Town of North Hempstead and the New York State Energy Research and Development Authority, their successors and assigns, their heirs, executors or administrators of and from any and all manner of action and actions, cause and causes of action, suits, damages, judgements, executions, claims for personal injuries, property damage and demands whatsoever, in law or in equity, which he/she/they ever had, now has or which his/her/their heirs, executors or administrators hereafter can, shall or may have against, for, upon or by reason of any matter, cause or thing whatsoever on account of any and all claims made in connection with the installation of a solar facility/facilities on the Applicant's property by the Installer.

The Applicant acknowledges this Hold Harmless Agreement has been carefully read, its content are understood and the Applicant executes this release of his/her/their own free will.

Applicant