



Town of Shelter Island  
38 N. Ferry Rd. P.O. Box 970  
Shelter Island, NY 11964  
[www.shelterislandtown.us](http://www.shelterislandtown.us)

Long Island Unified Solar Permit Initiative  
Solar energy System Fast Track Permit Application

## Requirements for Application Submittal

Before approval and issuance of permit(s) for a grid-tied Photovoltaic System (PV) or Residential Solar Hot Water System (RWHW), the applicant must submit the following.

1. Solar Energy System Fast Track Permit Application Requirements Checklist
2. Town of Shelter Island Building Permit Application
3. Two sets of stamped plans which include:
  - \* Cover Sheet which must include the following:
    - a) Project Address
    - b) Owner's Name and address
    - c) Contact person & Contractor Information
  - \* Sheet index indicating each sheet title and number
  - \* Legend for symbols, abbreviation and notations used in the drawings
  - \* Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched as follows:
    - a) Roof Diagram depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria.
    - b) Equipment Location diagram indicating the location(s) of the following.
      1. Modules or collectors
      2. Main Electrical Service
      3. Inverter(s)
      4. Location of all equipment disconnects on the outside of the structure (ex. A?C Disconnect)
      5. Any interior equipment locations.
    - c) One line standard electrical diagram.
4. Solar Energy System Fast Track Permit Application.



Town of Shelter Island  
38 N. Ferry Rd. P.O. Box 970  
Shelter Island, NY 11964  
[www.shelterislandtown.us](http://www.shelterislandtown.us)

Long Island Unified Solar Permit Initiative  
Solar energy System Fast Track Permit Application

Instructions : CHECK **YES** LEFT Column OR **NO** RIGHT Column

- Y  N Solar installation is NOT subject to review by Architectural or Historical Review Board
- Y  N Solar installation is to be mounted on a permitted roof structure of a residential building or on a legal accessory structure.
- Y  N The roof will have no more than a single layer of roof covering in addition to the solar equipment.  
(At its discretion, municipalities may waive this requirement)
- Y  N Installation will be flush mounted, parallel to and no more than 6" above the roof surface.
- Y  N An 18" wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18" wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to that 18" roof ridge clearing.
- Y  N Weight of the installed system will not exceed more than 5lbs per square foot for photovoltaics and no more than 6 lbs. per square foot for residential solar hot water.
- Y  N The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the PSEG website.
- Y  N The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type- tested certified interconnection equipment.
- Y  N PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.
- Y  N The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems.
- Y  N The mounting system has been approved for use in New York State by a licensed professional engineer or registered architect.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Solar Installation Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_



Town of Shelter Island  
38 N. Ferry Rd. P.O. Box 970  
Shelter Island, NY 11964  
[www.shelterislandtown.us](http://www.shelterislandtown.us)

Long Island Unified Solar Permit Initiative  
Solar energy System Fast Track Permit Application

Owner: \_\_\_\_\_

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

Grid- Tied Photovoltaic (PV) OR  Residential Solar Hot Water System (RSHWS)

Provide the total system capacity rating (sum of all panels)

PV System: \_\_\_\_\_ DC Kilowatts

RSHW System: \_\_\_\_\_ Square foot gross area

KBTU/day \_\_\_\_\_ (Clear C) per SRCC OG-100 label (s)

Solar Installation Contractor:

Business Name and Address

Contact Name

Phone: (o) \_\_\_\_\_ © \_\_\_\_\_

Email \_\_\_\_\_

Home Improvement License # \_\_\_\_\_

Existing Roof Material \_\_\_\_\_

Letter from Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system. (Check it is attached)

Installation manual for the mounting system. (check it is attached)

Indicate type, brand and model size and weight including manufacturer's specification sheets of the following.

Mounting System: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Mounting Method \_\_\_\_\_

Inverters: \_\_\_\_\_

Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Modules: \_\_\_\_\_

Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

Solar Installation Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_