

Village of Lansing Solar

APPLICATION & REQUIREMENTS

Village of Lansing – Code Office
2405 North Triphammer Road
Ithaca, NY 14850
607-257-0424
Codeofficer2@vlansing.org

The Village of Lansing solar permitting is available for eligible solar photovoltaic (PV) installations. The Village has adopted this permit to streamline its process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the Village will issue a building and/or electrical permit for the solar PV installation described herein.

FOR OFFICE USE ONLY	
Important Dates	
Filing Date:	
Planning Board Approval Date:	
Permit Issued Date:	
Permit Expiration Date:	
C of C Issued Date:	
Special Conditions of Permit:	
.....	
.....	
.....	
.....	
Fees	Amount
Special Permit Fee:	\$
Permit Fee:	\$
Total Fee:	\$
Total Fee Received Date:	

PROJECT ELIGIBILITY FOR PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the solar permitting process (subject to verification by the Village of Lansing). Please check the appropriate boxes below regarding your proposed solar PV system installation.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1. Has a DC capacity of 25 kW or less.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2. If the installation requires a zoning variance or special use permit, approval of this installation has been granted by the Board(s) (include a copy of the variance or special permit with the submission).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3. The system will be mounted on a structure that has a proper Certificate of Compliance or will be ground mounted on the subject property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.

If you answered **NO** to any of these questions, you are not eligible for the Village of Lansing Solar Permit and must submit the conventional Building Permit Application which can be found on our website at vlansing.org.

If you answered no to questions 2-3, you can refile this Village of Lansing Solar Permit Application once you obtain the necessary approvals.

The owner/operator of a Solar Energy System shall be responsible for the removal of incomplete, unused or inactive solar energy systems, the elimination of all safety hazards, the remediation of the site, and all costs associated therewith pursuant to Subsections (G) and (H) of the Village Solar Energy Law and the provisions of the Village Code.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria above, the documents listed in the Submittal Requirements on page 4 of this application will constitute the Solar Permitting package.

Completed permit applications can be submitted via mail or brought to the Village of Lansing main office located at 2405 North Triphammer Road, Ithaca, NY between the hours of 9am – 1 pm, Monday-Thursday (please check our website for holiday hours).

PROJECT SUMMARY (Provide a brief description of all work to be performed)

Is this a revision to an issued permit?

No

Yes (if yes, provide permit #) _____

Summary of work:

SUBJECT ADDRESS (Where installation will occur)

# / Street	City	State	Zip
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Tax Map Number _____

EXISTING USE

Single Family 2-4 Family Commercial Other _____

PROVIDE THE TOTAL SYSTEM CAPACITY RATING (Sum of all panels)

Total System: _____ kW DC Per Panel: _____ kW DC

(Systems over 25kW must use standard Village of Lansing Building Permit application)

Will this system be owned or leased? Owned Leased - If leased, number of years _____

SELECT SYSTEM CONFIGURATION (Make sure your selection matches the construction documents)

New

Add-on to existing approved system

PROPERTY OWNER

First Name Last Name Email (Required) Phone

Mailing Address - # Street City State Zip

SOLAR INSTALLATION CONTRACTOR

Business Name Contact Name Email (Required) Phone

Business Address - # Street City State Zip

Contractor License Number(s)

Please sign below to affirm that all answers are correct and that you meet all the conditions and requirements for a Village of Lansing Solar Permit.

PROPERTY OWNER

SIGNATURE _____ DATE _____

SOLAR INSTALLATION CO.:

SIGNATURE _____ DATE _____

SUBMITTAL REQUIREMENTS

Village of Lansing Solar Permit

SUBMITTAL REQUIREMENTS

Two sets of the following documents must be included with the initial submission:

1. **Completed Solar Permit Application** – Pages 1, 2 and 3 of this application must be completed in their entirety.
2. **Permit Fee** – Residential - \$50.00 + \$2/\$1,000 cost of project OR Commercial - \$100.00 + \$4/\$1,000 cost of project, payable by cash or check made payable to the Village of Lansing. Applications requiring a special permit will be subject to a public hearing fee. *Refer to our website vlansing.org for the current fee schedule and payment methods.*
3. **Construction Documents** – Construction Documents must comply with the NYS Uniform Code (NYSRC or NYSBC, and NYSFC) in effect at the time of application; the codes used must be referenced on the plans. Plans must be stamped and signed by a NYS Registered Design Professional. The Village of Lansing requires contractors to provide construction documents, such as the examples included in the “Understanding Solar PV Permitting and Inspecting in New York State” document which can be found at [nyserda.ny.gov/Solar Guidebook](http://nyserda.ny.gov/Solar%20Guidebook).

Should the applicant wish to submit construction documents in another format, the submittal must include:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- Specification sheets for Modules (UL LISTED 1703), Inverters (UL Listed 1741) and Racking System.
- 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.
- 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 National Electric Code 230.82 and 230.70).
- Rapid shutdown device location/method and relevant labeling.

4. **For Roof Mounted Systems** – The roof plan must show the roof layout, solar PV panels and the following:
 - Proposed location of roof access point and access pathways.
 - Solar PV system fire classification.
 - Labeling and location of labels.
 - Type of roof covering, and the number of roof coverings installed.
 - If there is more than one (1) layer of roofing, the Registered Design Professional is to approximate the remaining life of the roofing. The homeowner must provide a signed, notarized statement as follows:

“I hereby acknowledge the approximate ____ years of remaining life of the roofing shingles. I also acknowledge the Village of Lansing recommends there be only a single layer of roofing under the solar panels.”
 - 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.
 - Structural calculations for the roof(s) supporting the new solar installation.

If the system is being mounted on the roof of an accessory structure, provide an electrical diagram for all new and/or existing equipment (i.e., Ex. Subpanels or New/Ex. overhead/underground wiring.)
5. **For Ground Mounted Systems** - A site plan or accurate survey showing the length and location of trenches, setbacks, and screening. Anchorage and uplift attachments must also be shown.

APPLICATION REVIEW PROCESS

Applications will be reviewed by Code and Zoning Officer. In addition to the Submittal Requirements listed above, the following paperwork must be submitted prior to permit issuance:

1. **Contractors Insurance Certificates:**

- a. **NYS Workers Compensation Insurance** – Village of Lansing must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE-200.
- b. **NYS Disability Insurance** – The Village of Lansing must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.

ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.

INSPECTIONS / CERTIFICATE OF COMPLIANCE

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. On-site inspections can be scheduled by contacting the Village Code and Zoning Officer at 607-257-0424, Cell 607-227-3514 or Email codeofficer2@vlansing.org. Inspection requests are typically scheduled within a three-day window.

The following is required prior to scheduling the final inspection:

1. As-built drawings and equipment specifications must be provided to the Code and Zoning Department if the equipment and/or installation is different than as shown on the approved plans.
2. A rough in and final electrical inspection must be provided. You can find an electrical permit application on the Village website, vlansing.org.
3. Array conductors and components must be installed in a neat and workman-like manner.
4. Appropriate signs are installed and displayed, including the following:
 - Sign identifying PV power source system attributes at DC disconnect.
 - Sign identifying AC point of connection.

SOLAR PERMITTING RESOURCES

The Village has modified and adopted the following documents from the New York Unified Solar Permit process:

- The Solar Permit Application, the Solar Permit Submittal Requirements, and the Solar Permit Field Inspection Checklist.

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding the permit process, contact:

- Code and Zoning Department at codeofficer2@vlansing.org or 607-257-0424.