



NYSERDA

Unified Solar Permit

A High-Impact Action for the Clean Energy Communities Program

Communities and Local Government Team at NYSERDA

Clean Energy Communities Program

Provides **rewards and recognition** to city, town, village, and county governments that demonstrate clean energy leadership

STEP 1: Earn the **Clean Energy Communities** designation by completing **4 out of 10 high-impact actions**

STEP 2: Access **grant funding**, up to \$250K with no local cost share, to support additional clean energy projects

Dedicated and knowledgeable local coordinators are available to assist communities as they implement high-impact actions i.e. free on-demand technical support, decision support, step-by-step guidance, case studies, model ordinances, RFPs, etc.

10 High-Impact Actions

1. Benchmarking
2. Clean Energy Upgrades
3. LED Street Lights
4. Clean Fleets
5. Solarize
6. Unified Solar Permit
7. Energy Code Enforcement Training
8. Climate Smart Communities Certification
9. Community Choice Aggregation
10. Energize NY Finance



Unified Solar Permit

- The Unified Solar Permit is a standardized permit application designed to streamline the approval process for installing solar in the community.
- The standardized permit is expected to cut costs by creating a uniform permitting process in municipalities across the State.
- As municipalities adopt the permit, installers and municipalities alike will save time and resources permitting solar electric systems.
- An expedited process will allow these standard systems to pass quickly through the jurisdictional review process, freeing up time for all involved parties, decreasing the overall installation time for customers, and allowing non-standard systems the necessary time for detailed review.

Requirements

Demonstrate completion of the Unified Solar Permit action by submitting the following documentation:

- Submit a copy of the notification of eligibility email from NYSERDA indicating the jurisdiction is eligible to receive the Streamlined Permitting PV incentive (formerly known as Cleaner, Greener Communities Category 1).
- This can be attained by meeting program participation requirements for Streamlined PV Permitting as detailed in the Streamlined Permitting funding opportunity. Municipalities that adopt the Unified Solar Permit are eligible for up to \$5,000, depending on population, through the Streamlined Permitting PV incentive to implement the new procedures. For more information, please visit the Unified Solar Permit toolkit at www.nyserdera.ny.gov/cec.

OR

- Submit a copy of NYSERDA's official list of communities that have adopted the Unified Solar Permit showing that the applying jurisdiction is listed. This list can be accessed in the Unified Solar Permit toolkit at www.nyserdera.ny.gov/cec.

Unified Solar Permit

- For simple small-scale installations 12kW or smaller
- Based on industry standards
- Municipalities that adopt the Unified Solar Permit are eligible for grants up to \$5,000 through the Streamlined Permitting Grants funding opportunity.



New York State Unified Solar Permit
Expedited Solar Permit Process for Small-Scale Photovoltaic Systems

Requirements for Application Submittal - STEP 1

For use in all New York State counties with the exception of Nassau County and Suffolk County.

The expedited solar permitting process uses a unified permit across municipalities in New York State.

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending proper completion of forms, submission of approved plans and approval by municipality. All applicants must submit:

1. Unified Solar Permit for Small-Scale Photovoltaic Systems Eligibility Checklist - STEP 2

2. One (1) set of plans (number may vary by municipality) that include:

- Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- One-Line or 3-Line Electrical Diagram. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- Specification Sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.
- All diagrams and plans must include the following: (a) Project address, section, block and lot number of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; and (d) System capacity in KW-DC.

3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application - STEP 3

4. Permit Fee Amount

Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and will be provided within 7 days of inspection request.

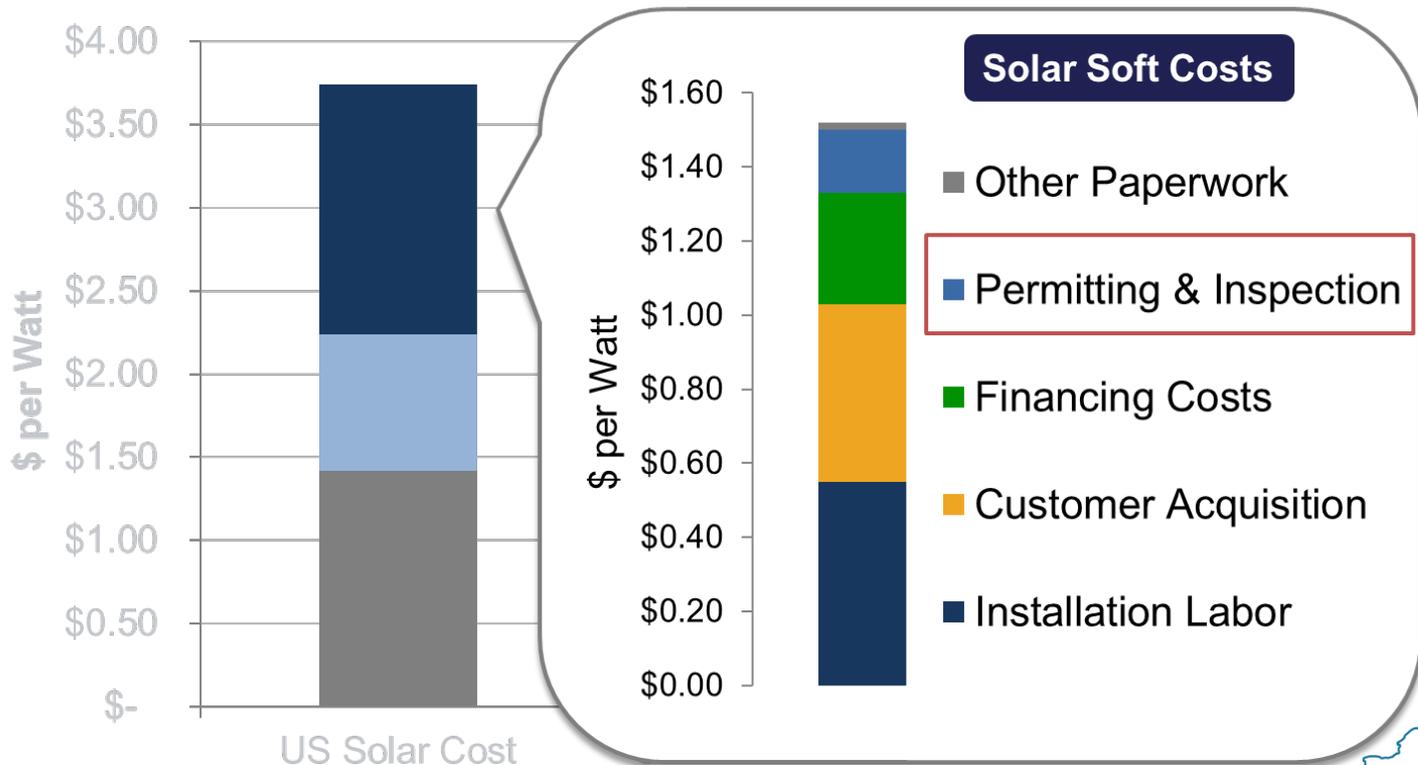
The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.
Visit ny-sun.ny.gov for more information on the NY-Sun Initiative.







Permitting Costs



Tools and Resources

PV Trainers Network

The PV Trainers Network provides a number of on-site training courses and one-on-one technical assistance to communities. <https://training.ny-sun.ny.gov/>

Jurisdictional Guide to Permit Adoption

Developed by Sustainable CUNY, this document provides municipalities with guidance during the adoption and incentive process for the NYS Unified Solar Permit.

Technical Support

Dedicated and knowledgeable local Clean Energy Coordinators are available to help municipal officials implement the Unified Solar Permit. To access this support, please send an email to cec@nyserra.ny.gov

The Bottom Line

Local government officials that adopt the Unified Solar Permit can expect to:

- ✓ Efficiently handle large numbers of solar permits
- ✓ Help applicants get in and out quickly
- ✓ Support the local solar industry

Contact

Communities and Local Government

New York State Energy Research and Development Authority (NYSERDA)

Email: cec@nyserda.ny.gov

www.nyserda.ny.gov/cec