

# Town of Dover Building /Zoning and Code Enforcement Department

126 East Duncan Hill Road  
Dover Plains, NY 12522  
(845) 832-3188 – fax

Building Inspector - 845.832.6111 x102 (BuildingCEO@DoverNY.us)  
Code Enforcement Officer – 845.832.6111 x119 (CodeEnforcement@DoverNY.us)  
Clerk –845.832.6111 x103 (Building@DoverNY.us)

Building Department Permit Application for

## SOLAR (PHOTOVOLTAIC) PANEL INSTALLATION

Please read entire packet BEFORE submitting application

### **Required Documents:**

- Cash or Check payable to: Town of Dover (fee is double if project has been started)  
Solar Panel Fees:           up to 4 kW- \$200.00  
  4kw to 50 kW- \$400.00  
  over 50 kW- (\$25.00 per kw thereafter).
- A valid NOTARIZED waiver form **or** Proof of Workers' Compensation and Disability Insurance (see attached letter or call (518) 486-6307 or visit [www.wcb.state.ny.us](http://www.wcb.state.ny.us) for more information; **ACORD forms are NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage**)
- One **complete** set of specs (a brochure is usually sufficient)
- Drawing showing where proposed equipment will be installed
- Survey showing proposed structure with distances to property lines and other (for outdoor installations).

### **Required Inspections:**

- **PRE-INSPECTION REQUIRED BEFORE PERMIT IS ISSUED**
- Final electrical inspection by a Town of Dover approved electrician\*
- Final inspection following complete to obtain a Certificate of Compliance

Applicants are responsible for scheduling all required inspections.

The Building Department requires advance notice for all inspections; any additional inspections will be \$50 per hour with a minimum one-hour charge.

\*A list of approved electrical inspectors approved is included as part of this application.



## TOWN OF DOVER

### BUILDING /ZONING/ CODE ENFORCEMENT DEPARTMENT

126 East Duncan Hill Rd.  
Dover Plains, NY 12522  
(845) 832-3188 (fax)

Building Inspector  
(845) 832-6111 Ext. 102

Code Enforcement Officer  
(845) 832-6111 Ext. 119

Building Dept. Clerk  
(845) 832-6111 Ext. 103  
Building@DoverNY.us

# SOLAR INSTALLATION PERMIT APPLICATION

## PROJECT ELIGIBILITY

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 Town of Dover).

The proposed solar PV system installation:

### PROJECT ELIGIBILITY FOR PERMITTING APPLICATION PROCESS:

- Yes  No 1. Has a rated DC capacity of 4 kW or less.
- Yes  No 2. 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 3. 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 4. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes  No 5. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

## REQUIRED DOCUMENTS

- A) Completed Town of Dover Solar Installation Permit Application
- B) Proof of (Installer's) Workers' Compensation and Disability Insurance (**ACORD forms are not acceptable proof of NYS Workers' Compensation or Disability Benefits insurance coverage**)
- C) Application Fee (up to 4 KW- \$200; between 4 – 50 kW- \$400 (by check or money order payable to the Town of Dover)

## SUBMITTAL INSTRUCTIONS

**For solar PV systems not meeting the eligibility criteria, the applicant must submit a conventional permit application.**

The most current permit application may be downloaded at <https://www.dovernyc.us/building-code-enforcement/pages/building-permits> or obtained in person at the Town of Dover Building Department, Dover Town Hall, 126 East Duncan Hill Rd., Dover Plains, NY 12522 from 8 a.m. to 4 p.m., Monday to Friday.

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## TOWN OF DOVER SOLAR INSTALLATION PERMIT APPLICATION

### SUBMITTAL INSTRUCTIONS (continued)

For projects meeting the eligibility criteria, this application and the following attachments will constitute the solar installation application package.

- This application form, with all fields completed and bearing relevant signatures.
- Applicable application fee payable by cash, check, money order or credit card (with a third-party convenience fee). Checks and money orders may be made payable to the Town of Dover.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted in person or by mail to the Town of Dover Building Dept., Dover Town Hall, 126 East Duncan Hill Rd., Dover Plains, NY 12522 from 8 a.m. to 4 p.m., Monday to Friday.

### APPLICATION REVIEW TIMELINE

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Property Owner's First Name

Last Name

Title

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Property Address

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City

State

Zip

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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

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# TOWN OF DOVER SOLAR INSTALLATION PERMIT APPLICATION

## SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application.

- |  |  |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters  | <input type="checkbox"/> Load side connection with DC optimizers   |
| <input type="checkbox"/> Supply side connection with DC optimizers   | <input type="checkbox"/> Load side connection with microinverters  |
| <input type="checkbox"/> Supply side connection with string inverter | <input type="checkbox"/> Load side connection with string inverter |

## SOLAR INSTALLATION CONTRACTOR

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Contractor Business Name

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Contractor Business Address

City

State

Zip

---

Contractor Contact Name

Phone Number

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Electrician Business Name

---

Electrician Business Address

City

State

Zip

---

Electrician Contact Name

Phone Number

---

**Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a solar installation permit application.**

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Property Owner's Signature

Date

---

Solar Installation Company Representative Signature

Date

## TOWN OF DOVER SOLAR INSTALLATION PERMIT APPLICATION

### SUBMITTAL REQUIREMENTS FOR SOLAR PV 4 kW OR LESS (ATTACHMENTS)

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 4 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. A copy of the most current Town of Dover Solar Permit Application (projects 25kW in size or smaller may be downloaded at <https://www.doverny.us/building-code-enforcement/pages/solar-photovoltaic-project-application-25kw-size-or-smaller>
- b) Construction Documents, with listed attachments are available in the Understanding Solar PV Permitting and Inspecting in New York State at <https://www.doverny.us/building-code-enforcement/pages/understanding-solar-pv-permitting-and-inspecting-new-york-state>.
- c) Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Town of Dover, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- 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 NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

- d) (For Roof-Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

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## TOWN OF DOVER SOLAR INSTALLATION PERMIT APPLICATION

### SUBMITTAL REQUIREMENTS FOR SOLAR PV 4 kW OR LESS (ATTACHMENTS) (continued)

- e) Provide construction drawings with the following information:
  - The type of roof covering and the number of roof coverings installed.
  - 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.
  - Site-specific structural calculations.
- f) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

### PLAN REVIEW

Permit applications may be submitted to the Town of Dover Building Department in person or by mail at Dover Town Hall, 126 East Duncan Hill Rd., Dover Plains, NY 12522.

### SOLAR PANELS FEES:

Up to 4 kW	\$200.00
4kW to 50 kW	\$400.00
Over 50 kW	\$400 plus \$25.00 per each kW over 50

### INSPECTIONS

A copy of approved third-party electrical inspectors is included with this application.

**FINAL INSPECTION:** The applicant must contact the Town of Dover Building Department when ready for a final inspection. During this inspection, the Town's building inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application.

The Town of Dover has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here:

<https://www.doverny.us/building-code-enforcement/pages/understanding-solar-pv-permitting-and-inspecting-new-york-state>

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Appropriate signs are property constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect.
  - Sign identifying AC point of connection.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Documentation signed and dated by a third-party electrical inspector of complete installation.

### UNIFIED SOLAR PERMITTING RESOURCES

"Understanding Solar PV Permitting and Inspecting in New York State" document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide (weblink below)

<https://www.doverny.us/building-code-enforcement/pages/understanding-solar-pv-permitting-and-inspecting-new-york-state>



# Town Of Dover

Building Department

## ELECTRICAL INSPECTORS

As approved by the Town of Dover Building Department

### NEW YORK ELECTRICAL INSPECTIONS

HCR #4, Kelly Corners, NY 12455  
Kelly Corners, NY 12455  
(845) 586-2430  
Tom LeJeune-Inspector- (845) 373-7308

### ELECTRICAL UNDERWRITERS OF NY, LLC

PO Box 4089  
New Windsor, NY 12553  
(845) 569-1759 / (845) 562-7371-fax  
Ernest C. Bello

### COMMONWEALTH ELECTRICAL INSP. SERVICE, INC.

1355 Pittsford-Mendon Rd  
P.O. Box 723  
Mendon, NY 14506  
(800) 624-2380 / (585) 624.2399-fax  
Ronald Henry (845) 562-8429

### THE INSPECTOR, LLC

5390 US-11  
Burke, NY 12917  
(518) 481-5300  
David Smith (theinspectorllc@yahoo.com)

### Z3 CONSULTANTS, INC.

P.O. Box 363  
LaGrangeville, NY 12540  
(845) 471-9370 / (845) 625-1479-fax  
Gary Beck Jr

### NEW YORK BOARD

PO Box 1558  
Wappingers Falls, NY 12590  
Pat Decina (845) 298-6792\_phone & fax

### TRI-STATE INSPECTION AGENCY

PO Box 1034  
Warwick, NY 10990  
(845) 544-2180  
Bob Stumbo, Nick DiFusco, Frank Sholtis

### NY ELECTRICAL INSPECTION & CONSULTING

93 Beattie Avenue  
Middletown, NY 10940  
(845) 343-6934 / (845) 343-4834-fax  
John Wierl ([jwieri@nyelc.com](mailto:jwieri@nyelc.com)) or  
Pierre Belarge

### THIRD PARTY INSPECTOR, INC.

68 Gold Rd  
Poughquag, NY 12570  
(845) 590-1010  
Brian Van Vlack (thridpartyinsp@gmail.com)

### STATE WIDE INSPECTION SERVICES, INC.

1080 Main St.  
Fishkill, N.Y. 12524  
(845) 202-7224  
[www.swisny.com](http://www.swisny.com)