

**CHECKLIST**  
**EXPEDITED SOLAR PERMIT PROCESS FOR SMALL-SCALE ROOF-MOUNTED**  
**RESIDENTIAL AND COMMERCIAL SOLAR ELECTRIC**

To determine if you are eligible for the expedited permitting process, answer the questions below.

Yes No 1. Solar installation has a rated capacity of 12 kW or less.

Yes No 2. Solar installation is not subject to review by an Architectural or Historical Review Board.

Yes No 3. Solar installation does not need a zoning variance or special use permit/conditional use permit.

Yes No 4. Solar installation is to be mounted on a permitted roof structure of a building, or on a legal accessory structure. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.

Yes No 5. Solar installation is compliant with all applicable electrical and building codes.

Yes No 6. Solar installation is compliant with New York State Fire Code.

Yes No 7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.

Yes No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.

Yes No 9. The solar electric system and all components will be installed per the manufacturer's specifications.

Yes No 10. The project will comply with adopted National Electrical Code® requirements.

Yes No 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).

Yes No 12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.

Yes No 13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.

If you answered “No” to any of Questions 1–10, you are not eligible to participate in the expedited permitting process and must go through the standard permitting process dictated by the municipality. If you answered “No” to any of Questions 11–13, in order to use this form, in addition to other New York State PE or RA requirements, you must provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional weight and wind loads of the solar electric system. If you answered “Yes” to all of the above questions, please sign below to affirm that all answers are correct, and you have met all the conditions and requirements to participate in this expedited process.

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Property Owner’s Signature Date

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Solar Installation Contractor Signature Date