



UNIFIED SOLAR PERMIT
Town of Islip Building Division
1 Manitton Court, Islip, NY 11751
www.islipny.gov

PERMIT APPLICATION

NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

Please review the NYS Unified Solar Permit Submittal Requirements found on our website at islipny.gov.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

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 AHJ). The proposed solar PV system installation:

- Yes No 1. Has a rated DC capacity of 25 kW or less.
- Yes No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued/approved, answer YES and attach a copy)
- Yes No 3. 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 4. 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 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded at islipny.gov or in person at One Manitton Court, Islip from 8am to 4pm.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of \$200.00 for residential installations or \$500.00 for commercial installations, payable in cash, or by check made payable to the Town of Islip. *Fees subject to change – please refer to our website for the current fee schedule.*
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted to the Building (Permits) Department at One Manitton Court, Islip, NY during the hours of 8am to 4pm, Monday through Friday, and until 7pm on Wednesdays (subject to holiday hours).

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 14 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 14 calendar days of receiving incomplete or inaccurate applications.

FOR OFFICE USE ONLY	
PLACE STICKER HERE	
Filing Date: _____	By: _____
Zoning Letter for Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	As-built Survey Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Approval Date: _____	By: _____
Plans Examiner Approval Date: _____	By: _____
Approved to Issue Date: _____	By: _____
Issued Date: _____	By: _____
Permit Expiration Date: _____	
Special Conditions of Permit: _____	
Filing Fee: \$ _____	Receipt #: _____
Permit Fee: \$ _____	Receipt #: _____
Total Fee: \$ _____	C/O Issued: _____

PLACE STICKER HERE

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Permits Department at 631-224-5466.

PROPERTY OWNER

Property Owner's First Name Last Name Phone

Property Address Email Address (Required)

City State Zip

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 (systems over 25KW must use standard Town of Islip Building Permit application)

SELECT SYSTEM CONFIGURATION

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

- Supply side connection with microinverters Load side connection with DC optimizers
 Supply side connection with DC optimizers Load side connection with microinverters
 Supply side connection with string inverter Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address City State Zip

Contractor Contact Name Phone Number

Contractor License Number(s) Contractor Email (Required)

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a Unified Solar Permit.

PROPERTY OWNER: SWORN TO ME THIS NOTARY STAMP
DAY OF , 20
PRINT NAME SIGNATURE NOTARY PUBLIC

SOLAR INSTALLATION CO: SWORN TO ME THIS NOTARY STAMP
DAY OF , 20
PRINT NAME SIGNATURE NOTARY PUBLIC

