

TOWN OF EASTCHESTER BUILDING DEPARTMENT

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Eastchester, NY 10709

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SOLAR PANEL PERMIT APPLICATION PACKAGE

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* **NOTE** – Photos must be submitted with application. See submission requirements. *

SUBMISSION REQUIRMENTS FOR SOLAR PANEL PERMITS

ONE-, TWO- AND THREE- FAMILY RESIDENCES

The following information is required to begin the permit review process:

- Solar Panel Permit Application
- Affidavit of Ownership
- Application fee: \$150
- Building permit fee: \$100 for the first \$1000 of estimated construction costs plus \$15 for each additional \$1000 of estimated construction costs or any part thereof.
- FOUR** sets of sealed and signed drawings prepared by an architect or engineer licensed in the State of New York
- PHOTOS OF ALL FOUR SIDES OF THE HOUSE**
- PHOTOS OF GROUND ACCESS LOCATIONS WITH LADDERS IN PLACE**
- Contractor's information
 - Westchester County contractor's license **OR** (NABCEP) license **AND** Master Electrician License
 - Liability insurance
 - Workers' compensation insurance (not permitted on the Accord form; see requirements below)
 - Disability insurance (not permitted on the Accord form; see requirements below)
- Once the permit has been issued, construction is complete and has passed all inspections, the applicant must apply for a Certificate of Compliance (CC).

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COMMERCIAL AND MULTI-FAMILY BUILDINGS

The following information is required to begin the permit review process:

- Building Permit Application
- Affidavit of Ownership
- Application fee: Commercial: \$300
Multi-Family \$200
- Building permit fee: \$200 for the first \$1000 of estimated construction costs plus \$30 for each additional \$1000 of estimated construction costs or any part thereof.
- FOUR** sets sealed and signed drawings prepared by an architect or engineer licensed in the State of New York.
- Contractor's information
 - Liability insurance
 - Workers' compensation insurance (not permitted on the Accord form; see requirements below)
 - Disability insurance (not permitted on the Accord form; see requirements below)
- Once the permit has been issued, construction is complete and has passed all inspections, the applicant must apply for a Certificate of Compliance (CC).

SOLAR PANEL PERMIT APPLICATION

Application Fee: \$ _____	Date Received: _____	Internal Use Only Highway Permit Fire Department Approval
<input type="checkbox"/> Building Permit Fee: \$ _____		
Legalization Fee: \$ _____		
<input type="checkbox"/> Total Fee Due: \$ _____	Date Received: _____	

Project Street Address: _____
Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

Property Owner: _____
Address: _____
Phone #: _____ **Email:** _____

Lessee (if any): _____
Address: _____
Phone #: _____ **Email:** _____

Architect (if any): _____
Address: _____
Phone #: _____ **Email :** _____

Professional Engineer (if any) : _____
Address: _____
Phone #: _____ **Email:** _____

Builder or Contractor: _____
Address: _____
Office Phone #: _____ **Email:** _____
Cell Phone #: _____

Description of Proposed Project (Please be as specific as possible): _____

Estimated Cost of Construction: \$ _____

Note: The estimated cost of construction shall include all costs related to the above described project and shall include design, excavation, foundation, framing, insulation, sheetrock/plaster, roofing, siding, plumbing, electrical, cabinets, and any and all other materials and labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable estimate for construction is not provided, the amount shall be determined by the Building Inspector. Before a CO can be issued, a signed and notarized Affidavit of Final Construction Costs must be submitted to the Building Department. If the actual cost of construction is greater than the estimated cost of construction, additional fees will be required.

Clearly Print Name: _____ **Sign Name:** _____

AFFIDAVIT OF OWNERSHIP

State of New York)
County of Westchester) SS:

I, _____, being duly sworn, deposes and says:
(clearly print first and last name of property owner)

(check appropriate box)

- I am the owner of the property for which this application is being submitted.
- I am an officer of the corporation that owns the property for which this application is being submitted.

Further (check applicable box):

- I am submitting this application on my own behalf.
- I am authorizing the following individual to submit this application on my behalf:

(clearly print name of individual authorized to submit this application)

Further:

To the best of my knowledge, information and belief, all statements contained in this application are true, complete and correct, and all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations.

(Signature of Owner)

(Print Name of Owner)

Sworn to before me this _____ day of _____, 20____

(Signature of Notary Public)

INSURANCE REQUIREMENTS

In accordance with Workers' Compensation Law §57 and §220(8)

CONTRACTORS MUST PROVIDE THREE (3) SEPARATE INSURANCE CERTIFICATES:

- 1. LIABILITY INSURANCE:** ONLY Liability Insurance is permitted on the **ACORD** form.
- 2. WORKERS' COMPENSATION INSURANCE,** ONLY the following forms are accepted:
 - **CE-200:** Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. (Instructions on how to create Exemption form are attached)
 - **C-105.2:** Certificate of Workers' Compensation Insurance
Note: The State Insurance Fund provides its own version of the form, the **U-26.3**
 - **SI-12:** Certificate of Workers' Compensation Self-Insurance
 - **GSI-105.2:** Certificate of Participation in Workers' Compensation Group Self-Insurance
- 3. DISABILITY INSURANCE,** ONLY the following forms are acceptable:
 - **CE-200:** Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. (Instructions on how to create Exemption form are attached)
 - **DB-120.1:** Certificate of Disability Benefits Insurance
 - **DB-155:** Certificate of Disability Benefits Self-Insurance

HOME OWNERS:

For Building Permits only, home owners may apply to work on their residences.

The application for a Certificate of Attestation of Exemption, Form **CE-200**, from Workers' Compensation and/or Disability and Paid Family Leave Benefits coverage may only be completed by entities with no employees and/or out-of-state entities obtaining a contract or license in which all the work is being performed outside of New York State. (Instructions on how to create Exemption form are attached)

Note: On all insurance certificates, the **CERTIFICATE HOLDER** must be listed as:

**Town of Eastchester
40 Mill Road
Eastchester, NY 10709**