



MEMO

Date: December 15, 2009

From: Dan DiVito

Subject: Permit Application Procedure for Alternative Energy Systems

Permit application procedures have been modified from the previous memo issued August 9, 2009. This memo is a direct result of confusion on both the part of applicants and our staff in the implementation of this procedure. We have tried to simplify the process as much as possible to facilitate easy application process for both the public and our staff. This procedure is effective immediately

Solar Panels

1. BOTH building and electrical permits are required

(Electrical permit to be received prior to issuance)

- a. Application shall include:
 - i. Scaled Plot Plan (ONLY IF FREE STANDING)
 - ii. Physical size and number of panels (see section 4.25)
 - iii. Size of the system in KW's (Kilowatts)
 - iv. Drawing showing the "foot print" of the existing building (see section 4.25 (3))
 - v. If system is to be installed on or attached to an existing structure, sealed engineering design indicating structural sufficiency to accommodate additional loading.
 - vi. Manufacturer's installation instructions (including engineering if required)
 - vii. Make sure that the question referring to solar easement has been answered. (Section 4.25 #8)) on both application and on table screen. (yes/no check box) (electrical permit only)
 - viii. If system is less than 373 KW and is installed with equipment that prevents the flow of electricity to the system when the system is out of service, Public Service Commission approvals NOT required. (electrical permit only)

b. Fees

- i. Residential – Electrical Permit \$80 plus \$50 for 1- 10 KW. - \$75 for every additional 20 KW
- ii. Residential Building Permit - \$50 (no application or tech fee.)
- iii. Commercial Electrical Permit - \$165 plus \$100 for first 25 KW - \$75 for every additional 20 KW
- iv. Commercial Building - \$100 (no application or tech fee)

Wind Turbines

2. BOTH Building and electrical permits are required

(Electrical permit to be received prior to issuance)

a. Application shall include:

- i. Scaled Plot Plan
- ii. Physical size and number of turbines (see section 4.24(a)(1-12)
- iii. If system is to be installed on or attached to an existing structure, sealed engineering design indicating structural sufficiency to accommodate additional loading.
- iv. Manufacturer’s installation instructions (including sealed engineering)
- v. If the Wind Energy System is to be connected to the main power grid and system is less than 373 KW and is installed with equipment that prevents the flow of electricity to the system when the system is out of service, Public Service Commission approvals NOT required. (electrical permit only)
- vi. Sealed engineered design for foundation construction.

3. Fees

- a. Residential – Electrical \$80 plus \$100 for each turbine
- b. Residential – Building \$ 50 (no application or tech fee)
- c. Commercial – Electrical \$165 plus \$300 for each turbine
- d. Commercial – Building \$100 (no application or tech fee)

There will be several variables on each project that will require additional information. When in doubt, please ask me or a plan reviewer for guidance.