

Photovoltaic (PV) System Supplemental Information



PLANNING & BUILDING DEPARTMENT
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Residents looking to install solar panels on their homes can take advantage of the NY State Unified Solar Permit Application through the Building Department. The application can be downloaded from the victoryny.org website.

In addition to this application, we request the following data to be included in the submission package:

Total system size (in watts)	Array type (fixed, single axis tracking, or double axis tracking)
Total number of panels	Array tilt
Number of inverters	Array azimuth
Inverter size (in watts)	

Applicants seeking a regular building permit for a PV system must provide the following:

- Structural load analysis (roof)
- Site and floor plans
- System diagrams, highlighting grounding and bonding.
- Basic electric line drawing, showing modules, inverters, main service, sub panels, disconnects, wiring sizing and connections.
- Label & listing for: PV module, inverter, rack
- Rack mounting details and calculations
- Battery storage location & ventilation
- Footer design and as-built for ground mounted systems.

Additional elements to address:

- Provide de-energizing procedure
- Installation of ramps at pathway crossings (flat roofs only)
- Clearly identifying walkways (which should be 10' wide) and boundaries with colored walk paths or reflective tape (flat roofs)
- Provide clear labeling (NEC 690 and UL 969)
- Provide conduit labeling