TOWN OF ITHACA

215 N. Tioga Street, Ithaca, N.Y. 14850

www.town.ithaca.ny.us

CODE ENFORCEMENT - BRUCE W. BATES, DIRECTOR

Phone (607) 273-1783 ■ Fax (607) 273-1704

codes@town.ithaca.ny.us

PHOTOVOLTAIC AND THERMAL SOLAR SYSTEMS

Permit Application Checklist

This checklist must accompany all applications
Incomplete packages will not be accepted

INITIAL **EACH LINE OR WRITE N/A TO ITEMS THAT DO NOT APPLY**

_____ 1. Completed application form

_____ 2. Proof of Insurance – *General Liability, Workers Comp & Workers Disability*

_____ 3. Fee

_____ 4. 1 hard copy and 1 digital copy of all drawings and specs **May need to be stamped – see instructions; digital copies can be sent to codes@town.ithaca.ny.us

_____ 5. Survey Map or Plot Plan

_____ 6. Town of Ithaca Electrical Permit Application

_____ 7. Outdoor lighting details

_____ 8. Statement of special inspections

_____ 9. Stormwater Permit (Simple, Basic or Full)

_____ 10. PV Worksheet

Completed application packets should be submitted to the Code Enforcement Department located in Town Hall at 215 N. Tioga St Monday thru Friday 8am -3:30pm
Town Hall hours are Monday thru Friday 8am-4pm

Attached instructions should be retained for your records.

Rev. January 2016

Town of Ithaca Code Enforcement Fees

EFFECTIVE SEPT. 1, 2016 (Revised February 2019)

BUILDING PERMIT:	
(projects other than the installation of heating units)	
Value of Improvement	Fee
$0 - $20,000.99	$100.00
$20,001 - $100,000.99	$300.00
$100,001 - $350,000.99	$1,400.00
$350,001 - $750,000.99	$2,200.00
$750,001 - $1,000,000.99	$3,000.00
$1,000,001 - $2,500,000.99	$5,000.00
$2,500,001 - $4,999,999.99	$6,500.00
Over $5,000,000.00 $1.35 per $1,000 value of improvement	
There is not a separate electrical permit fee for electrical work being done with a building permit	

OPERATING PERMIT	
Type of Building	
Mobile Home Park	$200.00 annually
Multiple dwelling, 3 to 5 units	$100.00/building
Multiple dwelling, 6 to 10 units	$150.00/building
Multiple dwelling, 11 or more units	$200.00/building
Non-Residential use	$100.00/building
Rental Registry	$ 150.00/parcel

ELECTRICAL ONLY PERMIT
Residential:
Application fee $150, includes 3 site inspections. Additional inspections and in-office time, $35 per ½ hour.
Commercial:
Application fee $200, includes vehicle mounted generators. Includes 4 inspections. Additional Inspection and in-office time, $35 per ½ hour
Portable generator $50 for 1 visit, $70 per hour thereafter.

TENT PERMIT	$75
SIGN PERMIT	$100

INSTALLTION OF HEATING &/or COOLING UNIT	
Heating Unit Size	Fee
Up to 1,000,000 BTU	$200.00
Over 1,000,000 BTU	$300.00

FIREWORKS	
Value of Display	Fee
$1 - $50,000	$300.00
Over $50,000	$500.00

BEFORE/AFTER NORMAL BUSINESS HOURS AND HOLIDAY INSPECTIONS (with prior approval)
Before/After- $150 and hr/2 hour min followed by 1/2 hr increments
Holiday- $200 an hr/2 hr min followed by 1/2 hr increments

WORKING WITHOUT A BUILDING PERMIT FINE

The fees set forth shall be doubled if work is commenced prior to the issuance of a necessary permit or if work exceeds work permitted by an issued building or foundation permit.

BUILDING PERMIT EXTENSION

The first extension shall be the greater of $50.00 or 50% of the building permit fee. Subsequent extensions shall be equal to the original building permit fee.

FOUNDATION WORK ONLY

The greater of $100.00 or 50% of the fee for the building permit, calculated on the estimated full value of the entire building.

(Non- refundable and is not credited towards building permit fee.)

TEMPORARY CERTIFICATE OF OCCUPANCY

The greater of $100.00 or 50% of the building permit fee.

FIRE SAFETY INSPECTION AND RE-INSPECTION

$65 for the first hour (1-hour minimum), $55 per additional hour or part thereof.

CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

$100.00 with letter from property owner requesting certificate.

LETTER OF COMPLIANCE

$60 per letter

ZONING BOARD OF APPEALS APPLICATION

Area, Sign, and Sprinkler Variances and Special Approvals -- $150 and Use Variance -- $250; $30.00 additional meeting; $50.00 additional public hearing.

FILL PERMIT

$100.00; additional fees apply if Zoning Board of Appeals and/or Planning Board approval is necessary.

ZONING ONLY

No Fee

Revised 03/07/11, 08/08/11, 10/17/11, 03/12, 12/14, 12/15/15, 4/19/16, 5/22/17, 6/20/17, 2/21/19

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Permit Number_____

Date Received _____

APPLICATION APPROVED Date: _____ _____ CEO Int _____
APPLICATION DENIED Section _____ Date: _____

Date of ZBA Hearing: _____
Decision: _____
Date of Planning Approval: _____
Type of Approval: _____

SOLAR PERMIT APPLICATION FORM

New Build **Addition** **Alteration** **Change of Use** **Demolish** **Other**

Residential **Commercial**

Brief Description of Work

COST OF CONSTRUCTION: $

____**Photovoltaic**: Total Kw the system is capable of generating per the total square footage in array= _____

____**Thermal**: Number of gallons of hot water storage tank=_____

***Ex: A roof mounted garage array has 36 panels (each panel is 12.50 sf). Efficiency rating is about 10% or 10 watts/sf. 36 x 12.50= 450 total sf pf array x 10 watts/sf= 4500 watts/1000 watts/kilowatt=4.5 kilowatts is the size of the array that assessment uses.*

Property Information

Street Address: _____

Tax Parcel Number: _____

Property Owner(s): _____

Primary Phone: _____ 2nd Phone: _____

Mailing Address: _____

Email Address: _____

If owner is a corporation, names and addresses of responsible officers must be included.

Builder/Contractor Information

Company: _____Main Phone: _____

Mailing Address: _____

Project Manager: _____Primary Phone: _____ Email: _____
(If there are additional companies involved, please give contact information on a separate sheet)

Project Contact Person *(Primary point of contact for all communications regarding the building permit)*

Name: _____

Company: _____

Primary Phone: _____Email: _____

PROJECT INFORMATION

	Existing	Proposed
# of Stories		
# of Dwelling Units		
Building Height		
Water	*Private* ☐ *Town* ☐	*Private* ☐ *Town* ☐
Sewer	*Private* ☐ *Town* ☐	*Private* ☐ *Town* ☐
Sprinkler	*Yes* ☐ *No* ☐	*Yes* ☐ *No* ☐
Occupancy Class		

Gross Square Footage of:	Existing	Proposed
Basement		
First Floor		
Second Floor		
Over Second		
Total # of Rooms		
Total # of Bedrooms		
Lot Coverage		

FOR ADDITIONS AND NEW CONSTRUCTION (Including decks)

In what flood zone is the property located? A ☐ B ☐ C ☐ (flood map https://msc.fema.gov/portal)

Is topsoil or fill material going to be moved onto or within the site in excess of **50 cubic yards**? Yes ☐ No ☐
If Yes, SWPPP application submitted? Yes ☐ No ☐

Is topsoil or fill material going to be moved onto or within the site in excess of **500 cubic yards**? Yes No
If Yes, Fill Permit submitted? Yes ☐ No ☐

APPLICATION CERTIFICATION

- _____ (Initials) I understand that if a building permit CANNOT be issued within 90 days of my initial application because I failed to provide information requested or because I failed to comply with any Legislative Board Conditions, my building permit application will be withdrawn without further action and I will need to reapply and pay a new permit application fee.

The UNDERSIGNED HEREBY APPLIES for permission to do the above in accordance with provisions of the Zoning Ordinance and other Laws and Regulations of the Town of Ithaca, or others having jurisdiction, AND AFFIRMS that all statements and information given herein are correct to the best of his/her knowledge and belief, AND FURTHER AFFIRMS that all work shall be performed in compliance with the Codes of the Town of Ithaca, the NYS Uniform Fire Prevention and Building Code, and all other applicable state and local laws, ordinances, and regulations.

I ALSO CERTIFY that the structure for which this permit will be issued, or has been issued, will be built, or has been built, according to the latest standards of the New York State Uniform Fire Prevention and Building Code, AND FURTHER CERTIFY that the approved plans will not be deviated from without prior approval from the Architect/Engineer of record, if applicable, and the Town of Ithaca.

I also ACKNOWLEDGE that I have read and understand the “Instructions for Submitting a Building Permit”.

_____ _____
Signature of Property Owner* or Authorized Agent ** Date

**Applications for properties owned by a business or corporation must be signed, and title given by an individual that has been granted the authority to sign on its behalf. **Authorized agent must provide written contract or authorization letter signed by property owner.*

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Worksheet for Photovoltaic System Installation

Supplied Diagrams

_____ Is a basic site diagram supplied with the permit package?
Location of major equipment identified on plan.

_____ Is a one-line diagram supplied with the permit package?

_____ Array configuration shown
_____ Array wiring identified
_____ Combiner/junction box identified
_____ Conduit from Array to PV Power Source Disconnect identified
_____ Equipment grounding specified
_____ Disconnect specified
_____ Conduit from disconnect to inverter identified
_____ Inverter specified
_____ Conduit from inverter to disconnect to panel identified
_____ System grounding specified
_____ Point of connection attachment method identified

Inverter Information

_____ Are cut sheets provided for inverter?

_____ Inverter model number

_____ Is inverter listed for utility interactivity
(see CED list of Eligible Inverters)

_____ Maximum continuous output power at $40^{o}C$

_____ Input voltage range of inverter

PV Module Information

_____ Are cut sheets provided for PV modules?

_____ Are the modules listed? (see CEC list of Eligible PV Modules)

_____ Open-circuit voltage (Voc) from listing label

_____ Maximum permissible system voltage from listing label

_____ Short-circuit current (Isc) from listing label

_____ Maximum series fuse rating from listing label

_____ Maximum power at Standard Test Conditions (Pmax on Label)

_____ Voltage at Pmax from listing label

_____ Current at Pmax from listing label

Array Information

_____ Number of modules in series

_____ Number of parallel source circuits

_____ Total number of modules

_____ Operating voltage

(number of modules in series x module voltage at Pmax)

_____ Operating current

(number of parallel source circuits x module current at Pmax)

_____ Maximum system voltage (690.7)

_____ Short-circuit current (690.8)

Wiring and Overcurrent Protection

_____ Wire type is 90^{o}C wet rated

_____ Conductor ampacities are sufficient

_____ Maximum PV source circuit current

_____ Minimum PV source circuit conductor ampacity

_____ Minimum PV output circuit conductor ampacity

_____ Minimum inverter output circuit conductor ampacity

_____ Source circuit overcurrent protection is sufficient

_____ If inverter is not listed for no backfeed current, does each source circuit have overcurrent protection in compliance with the listed maximum series fuse?

_____ If inverter is listed for no backfeed current, overcurrent protection is not necessary if only two parallel strings are connected to the inverter.

_____ Overcurrent protection on Inverter Output Circuit is sufficient

_____ Point of connection meets provisions of NEC 690.64

_____ Point of connection panel busbar rating

Roof Information (for rooftop systems)

_____ Are the conductors from the PV Array run through the house?
If yes, what method will be used to address the protection issues?

_____ Weight of array for rooftop systems
(pounds per square foot—include mounting hardware)

_____ Age of building (roof structure)

_____ Describe roof structural elements

Rafters:

_____ Size of rafters (e.g. 2” x 6”)
_____ Span of rafters (e.g. 14’)
_____ Spacing of rafters (e.g. 24”)
_____ Engineer statement that outlines how panels will be attached. This should include new load calculations for truss or rafters.

_____ Is the detail of PV panel mounting attachment to the roof-framing members provided?

_____ Identify method of sealing roof penetrations
(e.g. flashing, sealed with urethane caulk, etc…)

Ground Mounting Structure (for ground-mounted structures)

_____ Weight of array
(pounds per square foot—include mounting hardware)

_____ Are the details of the array supports, framing members, and foundation posts and footings provided?

_____ Is the information on mounting structure(s) construction provided? (requires engineering calculations)

_____ Is the detail on module attachment method to mounting structure provided?

Ground Mounting Structure (for ground-mounted structures)

_____ Weight of array (pounds per sq ft – including mounting hardware)

_____ Are the details of the array supports, framing members, and foundation posts and footings provided?

_____ Is the information on mounting structure(s) construction provided?
(requires engineering calculations)

_____ Is the detail on module attachment method to mounting structure provided?

Solar Energy Systems

_____ Line diagram with all valves and components labeled

_____ Maximum temperature limitations

_____ Collectors – attach cut sheet

_____ Thermal storage units – attach cut sheet

_____ Backflow prevention device – location in line diagram and cutsheet