



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

SOLAR ENERGY SYSTEM PERMIT APPLICATION

Approval: Architectural & Historic
Preservation Review Board

Tax Map #: _____

Date: _____

Permit No: _____

Permit Fee: _____

Date Issued: _____

INSTRUCTIONS

- All forms must be completed in ink or typed.
- Work covered by this application may not be started before permit is issued.
- This application must be completed in every respect and signed by the owner.
- A survey is required reflecting all structures on the property.
- Copies of all certificates of occupancies and/or compliances for all structures on the property are required.
- Certificate of Workman’s Compensation on its own form & Liability Insurance – must be received prior to issuance of building permit.
- Builder/Contractor identification and licenses (Southampton Town) must be received prior to issuance of building permit.
- Check made payable to the Village of Sagaponack for \$750.00 application fee includes AHRB review.
- **If this application is being made by someone other than the owner, the owner must sign the owner’s authorization at the end of this form.**

1. Name of Owner of Premises: _____

Owner’s Address: _____ Tax Map No. _____

Owner’s Email Address: _____ Telephone/Cell Number: _____

2. Is this:
 a grid-tied photovoltaic (PV) or
 a Residential Solar Hot Water (RSHW) system? (Check One)

3. Provide the total system capacity rating (sum of all panels)

PV System: _____ DC kilowatts RSHW System: _____ square foot gross area
 _____ # of Panels _____ kBTU/day (Clear C) per SRCC OG-100 label(s)

4. Solar Installation Contractor:

Business Name & Address: _____

Contact Name: _____ Telephone/Cell Number: _____

License Number(s): _____ Email Address: _____

5. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system.
6. Provide an installation manual (or the internet address of a web-based version) for the mounting system.
7. Indicate type, brand and model size and weight including manufacturer's specification sheets of the:

Mounting System: _____
 Make _____ Model _____ Mounting Method _____
 Inverters: Quantity _____ Make _____ Model _____
 Modules: Quantity _____ Make _____ Model _____

NOTE: Upon completion of installation of solar energy system, labeling of the system **MUST** be placed on the electrical panel for clear identification of fire personnel.

Application is hereby made to the Building Department for the issuance of a **Solar Energy System Permit** as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

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

 Signature of Owner

 Notary Public

 FOR OFFICE USE ONLY

Approved _____
 Building Inspector

 Date



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Please be aware of the following Village codes concerning construction:

Section 30-9(E):

E. No building permit shall be issued unless (1) the recipient shall provide to the Building Inspector a survey of the premises at which the work is to be conducted, a list of all vehicles that will be used by any person or materialman expected to be at the site either on a regular or occasional basis and a plan acceptable to the Building Inspector depicting the onsite location for the standing or parking of any such vehicle and (ii) the recipient shall provide to the Building Inspector a written acknowledgement that no such vehicles shall be permitted to stand or park on any public or private road or shoulder thereof.

Section 30-9(H):

H. All construction activity is prohibited on Sundays at all times year round, after 3:00 p.m. on Saturdays between May 15 and September 15 and on the following holidays: New Year's Day, Dr. Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. "Construction activity" for purposes of this subsection, is any activity enabling the improvement of land, including by way of illustration, not limitation, construction of structures and other capital improvements of every kind and new landscaping utilizing construction machinery and vehicles. Any provision herein notwithstanding, a homeowner using domestic tools may engage in residential repair and customary lawn and garden maintenance on Sundays, [and] Saturdays and the aforesaid holidays, provided that the activity does not produce noise greater than 85 dB(A) at a distance of 50 feet from the activity or source.

Section 142-4(2):

(2) Construction activities between 7:00 AM and 7:00 PM and the associated use of construction devices or the noise produced thereby, provided that such activities and such equipment and their use comply with other provisions hereof except as provided in § 30-9(H).

Signature of Applicant

Date



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**AUTHORIZATION AND CONSENT
SOLAR ENERGY SYSTEM PERMIT APPLICATION**

STATE OF NEW YORK)
) ss.:
COUNTY OF)

_____ being duly sworn depose

and say:

- 1. The undersigned are the sole owners of premises at

- 2. The undersigned are the applicant(s) for an Application for a Solar Energy Permit.
- 3. The undersigned consent to entry and inspection of the above premises as needed

by the Building Inspector and the Architectural and Historic Review Board.

- 4. The undersigned authorize _____ whose contact information is _____ to

appear on our behalf before the officials and agencies of the Village of Sagaponack.

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Owner's Signature

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Owner's Signature