



Village of Bronxville – Building Department

200 Pondfield Road, Bronxville, NY 10708

Telephone: (914) 337-7338

Application Fee – \$100.00/ Permit Fee 15.00 per thousand of cost of construction

SOLAR &/ OR ENERGY STORAGE SYSTEMS PERMIT APPLICATION

Applications that are complete will be processed more quickly than incomplete applications. Please ensure all of the listed items are part of the submission to avoid wasted time and delays.

Items Required to be Submitted with Application

- ☐ Application Fee - \$100.00 (Permit Fee Due upon approval- see below)
- ☐ Application Form 2 pages
- ☐ Affidavit of Ownership- Provide Original Document
- ☐ Summary Project Statement – see below – notice to neighbors is required
- ☐ Site plan showing front yard, side yard, rear yard, proposed location of panels, equipment, energy storage
- ☐ Complete set of plans (1 set for review) and specifications including: elevations, roof plan detailing required conforming to the requirements of 2020 Residential Building Code of New York State Section 324 (solar panels), Section R327 (Energy Storage Systems) and Section 310.22 – F of the Village Code. Cut sheet for equipment - panels, energy storage systems, rack systems.
- ☐ Line drawing of electrical circuits, equipment connections and associated details.
- ☐ Pictures from street, side yard and rear yard.
- ☐ GIS pictorial of roof.
- ☐ Details for required screening - fence or plantings.
- ☐ Fence Permit if applicable <https://www.villageofbronxville.com/building-department/files/fence-permit-application>
- ☐ NY State Registered Engineer drawing and letter of certification for any increased loads imposed on the structure, designed wind/ snow loads for proposed system.

Items Required prior to Issuance of Permit

- ☐ Electrical Permit – submission required prior to issuance of solar permit - <https://www.villageofbronxville.com/building/files/electrical-permit-application>
- ☐ Approved plans - 2 additional sets required prior to issuance of permit
- ☐ Contractor's License, Certificate of Insurances – required prior to issuance of permit
- ☐ Permit Fee \$20.00 per \$1000 of project cost including materials and labor
- ☐ Pre-permit Inspection

Refer to the Village of Bronxville Municipal Code Section 310-22 F for applicable requirements for this application. Link <https://ecode360.com/BR1468/laws/LF1529146.pdf>

NO PROPOSED WORK MAY COMMENCE UNTIL A SOLAR AND/OR ENERGY STORAGE SYSTEMS PERMIT HAS BEEN ISSUED.

CERTIFICATE OF COMPLETION – requirements -

- 1) Certificate of Completion Application- <https://www.villageofbronxville.com/building/files/certificate-of-completion-for-mechanical-fence-shed-roof-siding-and-oil-tank-permits>
- 2) Electrical Final Certificate
- 3) Final Inspection – Certificate of Completion and electrical final certificate are required prior to scheduling the final inspection

LICENSE AND INSURANCE REQUIREMENTS

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

<http://www.wcb.ny.gov/content/main/coverage-requirements-wc/permits-licenses-contracts.jsp>

Licenses Required

- A WESTCHESTER COUNTY OME IMPROVEMENT CONTRACTORS LICENSE IS REQUIRED FOR ALL ONE AND TWO FAMILY HOMES. -

https://library.municode.com/ny/westchester_county/codes/code_of_ordinances?nodeId=PTVIIR_UREDEENFA_CH863COPRCO_ARTXVILIPEENHOIMBU

- A WESTCHESTER COUNTY TRADE LICENSE IS REQUIRED FOR ALL PLUMBING AND ELECTRICAL PERMIT APPLICATIONS.

Insurance Certificates Required -

All insurance Certificates shall have Certificate holder listed as:

Village of Bronxville
200 Pondfield Rd
Bronxville, NY 10708

1. LIABILITY INSURANCE

2. WORKERS' COMPENSATION INSURANCE, Only the following forms are acceptable:

CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage or

C-105.2 – Certificate of Workers' Compensation Insurance (State Insurance Fund provides its own version of the form – the **U-26.3**) or

SI-12 – Certificate of Workers' Compensation Self-Insurance or

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' Compensations and/or Disability Benefits Coverage or

DB-120.1 – Certificate of Disability Benefits Insurance – latest version or

DB-155 – Certificate of Disability Benefits Self-Insurance

SOLAR ENERGY SYSTEM - PV PANELS AND/OR BATTERY SYSTEMS

Office Use	Date Received: _____	Application Number: _____
	Appl. Fee: _____	Check #: _____ Permit Fee: _____ Check #: _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

Residential: _____ **Multifamily:** _____ **Commercial:** _____

1) Project Street Address: _____

Property Owner: _____

Owner Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

2) Lessee (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

3) Professional Engineer (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

4) Solar Installation Contractor: _____

Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Cell Phone: _____

Email: _____

5) Estimated value of proposed work: (Please round up to the nearest thousand) \$ _____

Description of Proposed Project: _____

6) ☐ Solar PV Panels

7) ☐ Energy Storage System

8) Provide the Total system Capacity Rating (Sum of All Panels)

Solar OV System: _____ kW DC

9) **SELECT SYSTEM CONFIGURATION**

Make sure your selection matches the Construction Documents included with this application:

<input type="checkbox"/> Supply side connection with microinverters	<input type="checkbox"/> Load side connection with DC optimizers
<input type="checkbox"/> Supply side connection with DC optimizers	<input type="checkbox"/> Load side connection with microwaves
<input type="checkbox"/> Supply side connection with sting inverter	<input type="checkbox"/> Load side connection with string inverter

10) **ELECTRICAL PERMIT IS REQUIRED**

Application is hereby made to the Superintendent of Buildings of the Village of Bronxville, New York for the issuance of a SOLAR PERMIT to install solar pv panels and associated equipment &/ or a energy storage system in accordance with the 2020 Building Code of New York State as set forth above. Additionally, compliance with Section 310-22 F of the Village of Bronxville Municipal Code is required which may include Site Plan Approval as per 310-26 of the Village of Bronxville Municipal Code. The Applicant Hereby consents to the Permit the Superintendent of Buildings and any person authorized by him to enter without a search warrant in the manner prescribed in **Section 112-17** of the Village of Bronxville Municipal Code, upon the premises where work proposed is to be conducted.

Signature by or on behalf of Applicant: _____

Print Name: _____ Date: _____

Address of Applicant: _____

City: _____ State: _____ Zip: _____

Phone Number of Applicant: _____

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)

Summary Project Statement Notice to Neighbors

Applicant must send to property owners within 100 feet, within 10 days of submission, see link below.

Submit to Building Department once completed along with receipts from mailings.

SOLAR &/ OR ENERGY STORAGE SYSTEMS PERMIT requires a summary project statement.

Project Street Address: _____

Name: _____

Address: _____

Telephone Number: _____

Email of Applicant/Representative: _____

Brief Summary of Work: _____

Attention: Publicly filed plans and relevant materials are available for inspection by prior appointment at the Building Department.

Directions to obtaining a list of neighbors within 100' radius of your property see link

Link - <https://www.villageofbronxville.com/building/pages/summary-project-statement-list>

(Applicant Signature)

(Applicant Print Name)

Sworn before me this _____ day of _____ 20____

Notary Public

AFFIDAVIT OF MAILING FOR SUMMARY PROJECT STATEMENT

Submit to Building Department once completed along with receipts from mailings.

Name and Location of Project:

Section _____, Block _____, Lot(s) _____

State of New York}
County of Westchester} ss:

I _____ being duly sworn, depose and say as follows:

1. I am the owner or applicant of the referenced property.
2. I have prepared a list of property owners located within 100 feet for of the boundaries for of the referenced property, by street address and section, block and lot.
3. I have sent, by certificate of mailing, a copy of the Summary Project Statement to each and every property owner within 100 feet of the boundaries of the referenced property.
4. I understand that I must complete the mailing within 10 days of submitting the building permit for the subject property.
5. I understand that I must bring this signed and notarized Affidavit of Mailing, along with the certificate of mailing receipts to the Building Department prior to review of said application/ within 10 days of submitting building permit.

(Print name)

(Signature)

Sworn to me this _____ day of _____, 20____

Application # _____: Date Received by Building Department _____

Signature of Building Department _____