



## **Town of Riverhead Building Department**

201 Howell Avenue, Riverhead, New York 11901

(631) 727-3200 Ext. 213

Fax: 631-208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

### **SOLAR ENERGY PERMIT**

1. Building Permit Application (2 pages, signed and notarized);
2. Disclosure Affidavit (signed and notarized);
3. Inspection acknowledgment checklist;
4. Contractor's 3 Proofs of Insurance; Liability (Acord form, 2M/1M min.), Workers' Compensation (C-105.2 form), & Disability (DB 120.1 form). Forms shall show the property owner and property location, and list the Town of Riverhead as the additional insured/contract holder;
5. Electrical Application, if applicable (signed and notarized)  
Please review Outdoor Lighting Code, §301-259;
6. Two (2) complete sets of Building Plans in compliance with Chapter 217-6. Please submit one (1) additional digital version, if possible;
7. Two (2) surveys indicating where panels are to be installed;
8. Fee is \$150 and is non-refundable per §217-12. If eligible for residential fast track application (see attached pp 8-10) the fee is \$50;

**Please note: The processing of application begins when all applicable forms are received and the fee is paid.**



# APPLICATION FOR BUILDING & ZONING PERMIT

201 Howell Avenue, Riverhead, New York 11901  
631-727-3200 ext. 213, 268 and 283 Fax: 208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

Tax Map # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application No. \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_ Receipt \_\_\_\_\_

Approved by \_\_\_\_\_ Zoning District \_\_\_\_\_ Building Fee \$ \_\_\_\_\_ Electrical Fee \$ \_\_\_\_\_

All information below to be filled out by applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This application is to be submitted accompanied by building plans drawn to scale in duplicate, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

### THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

\_\_\_\_\_

First Name Last Name Business Name

\_\_\_\_\_

Mailing Address Town State Zip

\_\_\_\_\_

Phone Contact Fax Email Address

### CONTACT PERSON (if different from owner) The person to receive all correspondence including permit and associated certificate:

\_\_\_\_\_

First Name Last Name

\_\_\_\_\_

Mailing Address Town State Zip

\_\_\_\_\_

Phone Contact Fax Email Address

- Residential - Estimated cost of proposed construction \$ \_\_\_\_\_
- Commercial - Estimated cost of proposed construction \$ \_\_\_\_\_
- Single Family Residence
- Manufactured/Modular Home
- Excavation/Land clearing: approx \_\_\_\_\_ cu.yds. removed
- Addition
- Alteration
- Accessory Structure
- Swimming Pool
- Deck
- \_\_\_\_\_ Car Attached/Detached Garage
- New Commercial Structure
- Bulkhead/ Dock
- Demolition
- Agricultural Worker Housing
- Condominium
- Use Permit \_\_\_\_\_
- Miscellaneous \_\_\_\_\_

### Pool Specifications (if applicable)

- In ground
- Above ground
- Hot tub/spa
- Heater \_\_\_\_\_

Electric/Gas

# APPLICATION FOR BUILDING & ZONING PERMIT

Please describe project and/or special conditions:

**ZONING SPECIFICATIONS:** Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the plot plan in triplicate, street names, the location and size of property, the location and setbacks of proposed buildings and existing buildings. Show proposed buildings in dotted lines and existing buildings in a solid line. All distances are measured from property line to nearest part of building.

**All work must be in compliance with the Building Code of New York State.**

Existing building type/use \_\_\_\_\_ Proposed building \_\_\_\_\_ sq. ft. Garage \_\_\_\_\_ sq. ft.  
 Existing building \_\_\_\_\_ sq. ft. Proposed addition \_\_\_\_\_ sq. ft. Number of Bedrooms \_\_\_\_\_  
 Existing Floor 1 \_\_\_\_\_ sq. ft. Proposed Floor 1 add \_\_\_\_\_ sq. ft. Height \_\_\_\_\_ ft.  
 Existing Floor 2 \_\_\_\_\_ sq. ft. Proposed Floor 2 add \_\_\_\_\_ sq. ft. Impervious surface \_\_\_\_\_ %

Electrician: \_\_\_\_\_ License # \_\_\_\_\_

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Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Plumber: \_\_\_\_\_ License# \_\_\_\_\_

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Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor: \_\_\_\_\_ License# \_\_\_\_\_

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## AFFIDAVIT

Town of Riverhead     )  
 County of Suffolk    ) s.s.  
 State of New York    )

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to be before this \_\_\_\_\_ day  
 of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
 Owner, Agent or Architect

\_\_\_\_\_  
 Notary Public, Suffolk County, New York

**Read this document carefully.  
You may consult your attorney before completing.**

**Disclosure Affidavit**

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, \_\_\_\_\_ an applicant for  
the following relief: \_\_\_\_\_ and being duly  
(Type of Permit)  
sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a  
knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That \_\_\_\_\_ is a State Officer, is an officer or employee of Riverhead  
(Name of Relative)  
Town, and:

***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.)  
and please sign below before a notary public.***

**That this person has an interest in the person, partnership or association requesting the above stated relief.**

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

\_\_\_\_\_  
(Signature)

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Town of Riverhead Building Department

ZB NO. \_\_\_\_\_

SCTM# \_\_\_\_\_

## INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET

An inspection must be made by the building department within four (4) months. Applicant must notify the building department for inspections. Construction must be completed and certificate of compliance must be obtained within twelve (12) months.

The following inspections are required. **Three day notice for inspections is necessary.**

### **1<sup>st</sup> Inspection: Finished installation, final building and electrical**

After the required inspections are made, a Certificate of Occupancy must be applied for prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- Final Survey (**prepared by NYS licensed surveyor**) when applicable
- Electrical Certificate of Compliance (issued by the Town of Riverhead Electrical Inspector)
- Final inspection and certificate of compliance by the Fire Marshal (when applicable)
- Dark Skies Compliance Acknowledgement, if applicable – Please review Outdoor Lighting Code, Article XLIX;

**The Certificate of Occupancy will be issued after a processing period of at least Seventy-two hours (72) from the time all of the required documents are submitted to this office.**

No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Inspector.  
(All new construction)

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than thirty (30) days after completion, unless a Certificate of Occupancy shall have been issued by the Building Inspector.  
(All additions, alterations, etc.)

All debris created by land clearing and during construction must be removed from the property. No debris is to be used in backfill of footings and foundation or is to be buried.

**The owner/contractor is responsible for all drainage and flooding issues as provided by §217-6(k) of the Town Code. Permit fees are nonrefundable per Town of Riverhead Code §217-12 D(17).**

*The person responsible for this site must call in for all inspections listed above.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SCTM# \_\_\_\_\_ ZB# \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_



**Application for Electrical Permit**  
**Town of Riverhead**  
(631) 727-3200 Ext. 213  
Fax (631) 208-8039

**Owner of Property:** \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Location of Job:** \_\_\_\_\_ Hamlet: \_\_\_\_\_

**Name of Contractor responsible for electrical installation:**

Business Name in full: \_\_\_\_\_ License No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Cell # \_\_\_\_\_ Fax# \_\_\_\_\_

State use of premises:  Residential  Commercial Nature of work: \_\_\_\_\_

Exposed  Concealed  New  Old  Area of proposed construction in total square feet: \_\_\_\_\_

**Service Information:**

Temp Requested

Size of Mains: \_\_\_\_\_ Feeders: \_\_\_\_\_

Service Enters Building:  Overhead  Underground

**Application fees are made payable to the Town of Riverhead** Fee: \_\_\_\_\_ Type Code: \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Building Department as per Chapter 217 of the Code of the Town of Riverhead.  
STATE OF NEW YORK ) COUNTY OF SUFFOLK )

\_\_\_\_\_ being duly sworn deposes and says that he/she is the applicant above named.

He/She is the \_\_\_\_\_ of said owner or owners, and is duly authorized to perform or have performed the said work and file this application: that all statements contained in this application are true to the best of his/her knowledge and belief: and that all work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signature of Electrician \_\_\_\_\_

Notary Public \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request Date:	Inspection	Remarks:



**Dark Skies' Compliance Acknowledgement**  
Town of Riverhead Lighting Ordinance Article XLIX

**TO BE SUBMITTED AT THE CONCLUSION OF WORK AND PRIOR TO CO**

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Address

Suffolk County Tax Map Number: 0600-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Permit No. ZB \_\_\_\_\_

I, \_\_\_\_\_, Suffolk County License # \_\_\_\_\_

Electrician or  Homeowner

doing business as \_\_\_\_\_  
Name of Business

residing (or doing business) at \_\_\_\_\_,

being duly sworn, depose and says that;

I am the Electrician for the above referenced property; that I currently have a valid Suffolk County Electrician's License; and

I am the homeowner; and

That the Outdoor Lighting installation is complete, that said installation conforms to the provisions of Article XLIX of the Riverhead Town Code and the National Electrical Code; and that I understand that the Town of Riverhead will rely on this sworn statement as a condition to issuing the Electrical Certificate of Compliance for the above described work.:

\_\_\_\_\_  
Town of Riverhead)  
County of Suffolk) ss.  
State of New York)

Signature: \_\_\_\_\_

False statements made herein are punishable as a class "A" misdemeanor pursuant to § 210.45 of the Penal Law, State of New York.

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public, Suffolk County, New York)



200 Howell Avenue, Riverhead, NY 11901

631-727-3200

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

## **Long Island Unified Solar Permit Initiative Solar Energy System Fast Track Permit Application**

### **Requirements for Application Submittal**

Before approval and issuance of permit(s) for a grid-tied Photovoltaic system (PV) or Residential Solar Hot Water system (RSHW), the applicant shall submit:

#### **1. Solar Energy System Fast Track Permit Application Requirements Checklist**

#### **2. Three (3) sets of plans which include:**

- Cover Sheet must include the following: (a) Project address, map, section, block and lot # of the property; (b) Owner's name, address, phone number, (c) Name, address and phone number of the person preparing the plans;
- Sheet index indicating each sheet title and number;
- Legend for symbols, abbreviations and notations used in the drawings;
- Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better) as follows:
  - **Roof Diagram** depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria
  - **Equipment Location Diagram** indicating the location(s) of the (1) modules or collectors; (2) main electrical service; (3) inverter(s); (4) the location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect); (5) any interior equipment locations
  - **One line standard electrical diagram**
- Property Survey (for accessory structures only)

#### **3. Solar Energy System Fast Track Permit Application Information Sheet**

## Solar Energy System Fast Track Permit Application Requirements Checklist

This form may be used for planned Photovoltaic (PV) & Residential Solar Hot Water Panel (RSHW) installations that meet the following criteria (check one for each criterion):

- Yes**  **No** Solar installation is not subject to review by an Architectural or Historical Review Board.
- Yes**  **No** Solar installation is to be mounted on a permitted roof structure of a residential building, or on a legal accessory structure. If on a legal accessory structure, a survey showing said structure is attached.
- Yes**  **No** The roof will have no more than a single layer of roof covering in addition to the solar equipment. *[At its discretion, a municipality may waive this requirement.]*
- Yes**  **No** Installation will be flush-mounted, parallel to and no more than 6" above the roof surface.
- Yes**  **No** An 18" wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18" wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to that 18" roof ridge clearing.
- Yes**  **No** Weight of the installed system will not exceed more than 5 lbs per square foot for photovoltaics and no more than 6 lbs per square foot for residential solar hot water.
- Yes**  **No** The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the LIPA website.
- Yes**  **No** The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type-tested certified interconnection equipment.
- Yes**  **No** PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.
- Yes**  **No** The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems.
- Yes**  **No** The mounting system has been approved for use in New York State by a licensed professional engineer or registered architect.

\_\_\_\_\_  
**Property Owner's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installer's Name**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installer's Signature**

# Solar Energy System Fast Track Permit Application Information Sheet

1. Property Address: \_\_\_\_\_

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; \_\_\_\_\_ kBTU/day (Clear C) per SRCC OG-100 label(s).

4. Solar Installation Contractor:

Business Name & Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

License Number(s) \_\_\_\_\_

5. What is the existing roofing material? \_\_\_\_\_

6. 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.

7. Provide an installation manual (or the internet address of a web-based version) for the mounting system.

8. 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 \_\_\_\_\_

\_\_\_\_\_  
**Property Owner's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installer's Name**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Solar Installer's Signature**