



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Solar Panel Permit Application Requirements

A Solar Panel permit is required for the installation of a new, modification of an existing or removal of a Solar Panel system.

Upon initial review of your application, you will receive an **Owners Authorization Form**. This form must be signed by the **owner(s) of the property**, notarized, and returned to us prior to the issuance of your permit.

If the applicant is part of the Solarize campaign, A copy of the Solarize-specific town liability release form--**Town of North Hempstead Hold Harmless Agreement**--must also be provided.

The initial application fee for a Commercial Solar Panel Permit is **\$350.00**. There are **no fees** for residential solar applications. Fees are non-refundable and are **due upon submission of your application**. An exact application fee will be calculated prior to permit issuance. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your application. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p>Construction Drawings - 1/4" scale drawings must include seal and original signature of a licensed Professional Engineer or a Registered Architect and all code compliance information and details including solar panel connection detail, how they are being fastened to the roof, and specifications of the equipment being installed.</p>
<input checked="" type="checkbox"/>	<p>Site Plan - Your site plan of the building should show the location of the panels on the roof.</p>
<input checked="" type="checkbox"/>	<p>Certifications – An original letter from N.Y.S. design professional indicating the additional load can be supported by the roof must be provided. An Original Electrical Underwriter’s Certificate will be required before final sign-off.</p>
<input checked="" type="checkbox"/>	<p>Short Environmental Assessment - Complete and sign the Short Environmental Assessment Form. You are only required to complete the first page (through question 4). Be sure to sign and date the form at the bottom of page 3.</p>
<input checked="" type="checkbox"/>	<p>Licenses & Insurance - Before a permit can be issued, we require a copy of a current Nassau County Home Improvement License for all general contractors. Plumbers or Electricians need a copy of their current Town of North Hempstead License.</p> <p>Proof of insurance must be submitted with the application as follows:</p> <p>(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the X.C.U. Exclusion.</p> <p>(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our Insurance Requirements.</p>