

**FILING INSTRUCTIONS**  
**FOR SOLAR PANEL CONSTRUCTION & CERTIFICATE OF COMPLETION**

**BUILDING PERMIT APPLICATION REQUIREMENTS:**

Fill out COMPLETELY including Section Block Lot, Age of Structure, (4) photographs of all sides of structure; Owner's information, Applicant's information (if different), Scope of Work, including type of construction; Estimated cost of work. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**SQUARE FOOTAGE REQUIREMENTS:** Supply square footage of proposed Panels: s.f. of typical panel, total number of panels, and total s.f. of entire layout.

**Tax Bill/Ownership.** Required.

**Notarization.** Owner and Applicant's signature notarized.

**Survey.** Submit (1) copy of current **original** guaranteed property survey.

**Site Plan.** (3) copies of site plan showing:

- proposed layout of panels on structure or free-standing configuration.
- all setback distances called out from property lines, dwelling, and other accessory structures.

**Construction Drawings.** Must be executed by a NYS-licensed Professional Engineer detailing panel composition; anchoring detail(s), et.al.

**P.E. Pre-Construction Certification ascertaining roof's capability of withstanding proposed construction load**

**Contractor Insurance Certificates.** General Liability 2m/1m & Workmen's Comp/Disability on either the NYS Compensation Board form or State Fund. All insurance certificates must list the Inc. Village of Northport, 224 Main Street, Northport, NY 11768 as certificate holder.

**CERTIFICATE OF COMPLETION REQUIREMENTS**

1)P.E. Post-Construction Certification of the completed construction.

2)Electrical Inspection Certificate from a NYS-approved & Northport-accepted electrical inspection service.

3)Final Inspection by Building Inspector after completion of construction and receipt of items 1 & 2