

Solar Panels

The following items must be submitted in order to obtain a Building Permit for Solar Panels:
(Occasionally if there are unusual circumstances additional information may be required.)

Incomplete Applications will not be processed until all items have been received.

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form
- 3 copies of a site plan and equipment layout:
For Ground Mounted Arrays - Draw proposed Solar Panels on the survey or site plan with dimensions and show property lines, setbacks, accessory buildings, easements, walkways and a north arrow.
- 3 complete sets of working plans, to include North Arrow – System Overview
 - Footing and post details - show depth of post or footing. (if ground mounted)
Note: Soil test information is required unless the load on supports is 1000 lbs./sq. ft. or less.
 - Total System Size noted on plans
 - Solar Module Model, Rating, Information
 - String Size
 - Racking System
 - Pitch of Array
 - Inverter Model
 - Array Azimuth
 - Ridge Height
 - Interconnecting Voltage
 - Required signage
 - Compliance with 2020 FCNYS SECTION 1204 (this includes BCNYS or RCNYS and NFPA 70)
- Amherst Fire Safety Division "PV Installation – Fire Safety Information" form
- 3 copies of the Wiring Diagram
- 3 complete sets of product information (cut sheets), to include:
 - Inverter Information
 - Panel Information
 - Fastener/Deck Information
- Energy Storage System (*if applicable*) – 3 complete sets of plans/cut sheets to include information for:
 - Battery storage
 - Vehicle impact protection plan
 - Heat detector
 - Room rating (walls and ceiling)
- Provide structural analysis under seal and signature from Engineer/Architect indicating the applicable code. This shall include information on the Basic Wind Speeds and Fastener Loads. If structural modifications are required provide appropriate plans. ***The analysis shall have an original stamp and signature.***
- Filing Fee is equal to ½ the Building Permit Fee and Electrical Fee

*Note: All electrical work performed within the Town of Amherst must have a permit and must be inspected, regardless of who performs the work. Electricians working in the Town must be licensed by the Town of Amherst.

Work shall not begin until a Building Permit has been issued!