

Fact Sheet

Application Filing Guide for Solar PTA

New York City laws require that one or more permits be obtained before starting construction work. (See NYC Building Code §27-126 for work that requires a permit.) This fact sheet describes the process at the Department of Buildings for filing an application for solar panel projects that intend to pursue a Property Tax Abatement (PTA), which requires Professional Certification of Objections at the NYC Development Hub.

STEP 1: APPLICANT FILES ONLINE AT THE NYC DEVELOPMENT HUB

- Applicant emails signed and sealed forms PW1 and EF1 to greenroofsandsolar@buildings.nyc.gov.
- The project type indicated must be Alteration2.
- Request Directive14-Acceptance.
- Request review under the 2008 NYC Construction Code.
- Application must be filed as Professional Certification of Objections.
- Work type “Other” must be selected, with “Solar (Tax Abatement)” indicated.



NOTE: An electrical permit and any variance necessary from the FDNY will also be required before pulling a permit. These items are addressed after STEP 9.

STEP 2: APPLICANT PAYS THE FILING FEE

- Development Hub staff will e-mail the applicant with the assigned job number when the job is ready for payment.
- Payment can be made in-person at the Borough office or online through the Development Hub.

STEP 3: UPLOAD THE DRAWINGS

- Once the payment has been processed, the Development Hub staff will notify the applicant via e-mail that the drawings can be submitted.
- Applicant must use the eSubmit protocol to upload drawings. Once complete, the applicant should email greenroofsandsolar@buildings.nyc.gov to indicate the drawings are ready for processing.

Michael R. Bloomberg, Mayor
Robert D. LiMandri, Commissioner

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STEP 4: PLAN REVIEW

- Applicant will receive a confirmation e-mail once the drawings are successfully uploaded.
- If plans are reviewed and approved, the applicant will be informed that the permit can be pulled at the Borough office. Proceed to STEP 6.
- If plans are not approved, comments will be issued and sent to the applicant via e-mail. See STEP 5.

STEP 5: REVISED PLAN REVIEW

- Revise plans to satisfy all comments and resubmit with an AI-1 form. Upload the revised items to e-Submit and notify the Hub via e-mail at greenroofsandsolar@buildings.nyc.gov.
- Applicant will be contacted to schedule a “virtual” meeting with a second Plan Examiner. In-person meetings may be requested.
- Meet w/ the Plan Examiner to confirm all comments have been addressed. Proceed to STEP 6.

STEP 6: PULLING A PERMIT

- Permits must be pulled at the borough office where the project is being installed.
- Submit the forms required as indicated in the project’s “Items Required” checklist. See the Required Items Guidelines for assistance:
http://www.nyc.gov/html/dob/downloads/pdf/req_items_ref_guide.pdf

STEP 7: INSTALL THE SYSTEM AND COMPLETE CONSTRUCTION

- If the built system matches the approved plans, proceed to STEP 8.
- If the built system does not match the approved plans, the applicant must e-Submit an AI-1 (Additional Information form) or file a PAA (Post-Approval Amendment).
- To file an AI-1 for minor revisions that do not change the PW-1, e-Submit the form and revised drawings to the Development Hub and alert them via e-mail at greenroofsandsolar@buildings.nyc.gov.
- To file a PAA for revisions that do change the PW-1, e-Submit the AI-1, and the drawings to the Development Hub and e-mail them at greenroofsandsolar@buildings.nyc.gov. The applicant will receive confirmation that the submission was received and that the PAA fee can be paid. PAA fees can be made in-person or by mail.
- The applicant must meet with the Plan Examiner to review the changes. If approved, then proceed to STEP 8. If not approved, the process must be repeated.

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STEP 8: CONSTRUCTION SIGN-OFF

- Once construction is complete, the Applicant must notify the Development Hub via e-mail to greenroofsandsolar@buildings.nyc.gov that the system is ready for inspection.
- The applicant must accept one of the proposed dates and times for the inspection. It is recommended that the electrician and installer be present. Approved plans must be made available on site for the final inspection.

STEP 9: INSPECTION

- The inspector will meet with the owner's representatives on-site and will inspect the system. Results will be mailed to the Owner and applicant within 24 hours.
- If the system passes inspection, the Development Hub will complete the final review and sign-off application and will review the PTA4 application for the Property Tax Abatement. If the application is complete, the applicant will receive confirmation of sign-off within 3-5 business days of the completed inspection. Upon sign-off, the Department of Finance will be notified by Buildings.
- If the system fails inspection, the applicant will be notified via e-mail. The applicant will be required to submit documents as described in Step 7.

FILING FOR AN ELECTRICAL PERMIT

- Applicant must have a Licensed Electrician registered with the NYC Department of Buildings complete and submit form ED16A.
 - If a paper application is submitted, the Electrician must select "Sustainable Energy Install" and indicate "Solar" in the "Other" category. (See http://www.nyc.gov/html/dob/html/development/forms_electrical.shtml.)
 - If the application is e-Filed, the Electrician must select "(E) Sustainable Energy Installs-Solar" under the "Work to be done" section.
- Once construction is complete, the applicant must e-mail the Development Hub at greenroofsandsolar@buildings.nyc.gov to request an electrical inspection. This may be coordinated with the final construction inspection.

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FILING FOR AN FDNY VARIANCE

If the rooftop does not comply with the NYC Fire Code FC504.4--due to the proposed Rooftop Solar System installation, existing rooftop conditions, or a combination of both—the applicant must obtain a variance from the FDNY Rooftop Access Unit, *prior* to submission of plans to the Department of Buildings. Consult the following resources to determine if a variance may be necessary:

Fire Code – Section FC504: rooftop access and clear path requirements
<http://www.nyc.gov/html/fdny/html/firecode/index.shtml>

Fire Code – Frequently Asked Questions:
<http://www.nyc.gov/html/fdny/html/firecode/faq.shtml#5>

Office of Technology Management Bulletin (#2/2011 rev. 2013): This is a guidance document for the convenience of the public. It does not substitute for any applicable laws, rules or regulations.
http://www.nyc.gov/html/fdny/pdf/fire_prevention/otmb_02_2011.pdf

TM-5 Application for Rooftop Access Variance/Plan Review: This is the application required for rooftop access/obstruction variance, and plan review requests. It must be completed digitally and printed for submission.
http://www.nyc.gov/html/fdny/pdf/fire_prevention/TM5.pdf

NEEDED MATERIALS FOR FDNY VARIANCES

- TM-5 Application (digitally completed and printed)
- Fees payable to FDNY. Please check website for current fee-
http://www.nyc.gov/html/fdny/pdf/fire_prevention/TM5.pdf
- 3 Copies: Plan Set signed and sealed by AOR or EOR
- Narrative (see Section 8 of TM-5 Application)
- DOB Objection Sheet/CCD-1 (*when applicable*)
- Certificate of Occupancy (*when applicable*)
- Photographs

Applications may be submitted with the following options:

- By mail: Rooftop Access Unit, Tech MGMT, Room 3W-2, 9 MetroTech Center, Brooklyn, NY 11201-3857
- In-Person: FDNY Headquarters at Window #8, 1ST floor

FDNY Rooftop Access Unit
Hotline: 718-999-1648

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