

PERMIT APPLICATION – TOWN OF CAROLINE, NY

Tier 1 Battery Energy Storage System Permit

SUBMITTAL INSTRUCTIONS

This application and the following attachments will constitute the Battery Energy Storage System Permitting Package for projects meeting the eligibility criteria set in Local Law ____ of 2023.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of **\$100**, payable by cash or check to **Town of Caroline**
- Required Construction Documents for the battery energy storage system being installed, including required attachments.

Completed permit applications can be submitted electronically to codeofficer@townofcaroline.org, in person at the Town of Caroline Town Hall during business hours, or by mail to Building Department, Town of Caroline, 2668 Slaterville RD, PO Box 136, Slaterville Springs NY 14881.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Code Enforcement Officer of the Town of Caroline at (607) 539-6400 Ext. 3 or via email to codeofficer@townofcaroline.org

PROPERTY OWNER

Property Owner's First Name	Last Name	Title	
Property Address			
City		State	Zip
Section	Block	Lot Number	

EXISTING USE

Residential Commercial

PROVIDE THE TOTAL SYSTEM CAPACITY RATING

Total System Capacity Rating: _____ kWh Power Rating _____ kW (Select One) AC or DC

SELECT SYSTEM CONFIGURATION

AC Coupled DC Coupled Standalone

SELECT BATTERY TYPE

Lithium-ion, all types Lead-acid, all types Nickel-cadmium (Ni-Cd) Flow batteries Other: _____

SELECT INSTALLATION TYPE

Indoor Outdoor Attached/Detached/Open Garage Rooftop Dedicated Use Building

BATTERY ENERGY STORAGE SYSTEM INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to participate in this permit process.

Property Owner's Signature

Date

Battery Energy Storage System Installation Contractor Representative Signature

Date

PERMITS AND APPROVALS REQUIRED

The following permits are the minimum requirements for battery energy storage systems installed under this permit.

1. Battery Energy Storage System Permit
2. Building Permit

SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new battery energy storage system, the applicant must include:

1. Completed Application form on page 2.
2. Construction Documents, with listed attachments. Construction Documents must be stamped and signed by a New York State Licensed Professional Engineer.

General Requirements

- Minimum plan size is 11"x17" with a minimum font of 10. Include 4 full sets of plans and 2 sets of supporting documents.
- Include the applicable codes on the cover sheet for the project.
- Include the complete scope of work on the cover sheet for the project.
- All battery energy storage systems, all dedicated use buildings, and all other buildings or structures that (1) contain or are otherwise associated with a battery energy storage system and (2) subject to the NYS Uniform Fire Prevention and Building Code (Uniform Code) and/or the NYS Energy Conservation Construction Code(Energy Code) shall be designed, erected, and installed in accordance with all applicable provisions of the Uniform Code, all applicable provisions of the Energy Code, and all applicable provisions of the codes, regulations, and industry standards as referenced in the Uniform Code, the Energy Code, and any Town of Caroline Code.

Site Plan and Floor Plan Requirements

- Include a legend or key for the site and floor plan with equipment symbols.
- The site plan shall include:
 - The location of the structure and the location where the system is to be installed.
 - Show conduit/cable routing of battery energy storage system.
 - Include underground trench detail, if applicable.
 - Show overhead runs, if applicable.
 - Show method and location of required ventilation equipment (if required) for indoor installations.
- Identify the total number of batteries.
- The floor plan shall include:
 - New equipment for the battery energy storage system.
 - Existing equipment for interconnection.
 - Show required working clearances for all existing/new electrical equipment.
 - Show whether the equipment is to be installed indoors or outdoors.
 - Show method and location of requirement ventilation equipment (if required) for indoor installations.
 - Show method of protection from physical damage for the battery energy storage system.
 - Show means of access to battery energy storage system.
 - Denote whether conductors are routed indoors or outdoors.
- Provide an elevation drawing of the system equipment and specify elevation in relation to flood plains.
 - If the building is in a flood zone, it shall be above base flood elevation.
- Provide supporting documents from manufacturer if equipment is subject to physical damage.

Electrical

- Installations shall be in compliance with the Battery Energy Storage System Inspection Checklist. The Battery Energy Storage System Inspection Checklist provides an overview of common points of inspection for which the applicant should be prepared to show compliance.
- One or Three-Line Diagram
 - Show grounding and bonding for the battery energy storage system, including the ground return path.
 - Show method of interconnection.
 - Show overcurrent protection method and rating when required.

- Include detailed wiring information for all new circuits, including:
 - > Conductor size/type
 - > Number of conductors
 - > Conduit size
 - > Conduit type
- Show all disconnection means.
- Show ratings (voltage, ampacity, environmental, etc) for new and existing service equipment.
- Specifications and installation instructions
 - Provide specification sheets and installation instructions for the following equipment:
 - > Batteries
 - > Inverter
 - > Transformer or autotransformer
 - > Transfer switch(es)
 - > ESS support or racking
 - > Converters
 - > Interconnecting cables and connectors
 - > Management system, including charge controller(s)
 - > Panelboards
 - > HVAC/thermal management system
 - > Fire rated material
 - An approved energy storage management system shall be provided for battery technologies other than lead-acid and nickel cadmium for monitoring and balancing cell voltages, currents, and temperatures within the manufacturer's specifications. The system shall transmit an alarm signal to an approved location if potentially hazardous temperatures or other conditions such as short circuits, over voltage or under voltage are detected.

Fire Requirements

All battery energy storage systems must be designed and installed in accordance with all applicable provisions of the New York State Uniform Code. Provide documentation on how this system will meet these requirements. Applicants are encouraged to consult with the Code Officer if they have questions about which codes apply to their project.

PLAN REVIEW

Completed permit applications can be submitted electronically to codeofficer@townofcaroline.org, in person at the Town of Caroline Town Hall during business hours, or by mail to Building Department, Town of Caroline, 2668 Slaterville RD, PO Box 136, Slaterville Springs NY 14881.

FEES

Permitting fee of \$100 is due with this application, payable by cash or check to Town of Caroline

DEPARTMENTAL CONTACT INFORMATION

Once all permits to construct the battery energy storage system installation have been issued and the system has been installed, it must be inspected before final approval is granted for the battery energy storage system. On-site inspections can be scheduled by contacting the Town of Caroline Code Officer at (607) 539-6400 Ext. 3 or electronically at codeofficer@townofcaroline.org.

During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment.

The Town of Caroline has adopted a standardized "Battery Energy Storage System Inspection Checklist", which can be found here: <http://www.townofcaroline.org/code-enforcement.html>

DEPARTMENTAL CONTACT INFORMATION

Any questions regarding this permit process should be directed to the Town of Caroline Code Officer by phone at (607) 539-6400 Ext. 3 or electronically at codeofficer@townofcaroline.org .