

TOWN OF SOUTHAMPTON

**Department of Land Management
Building and Zoning Division**
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968
Phone: (631) 287-5700
Fax: (631) 287-5754
www.southamptontownny.gov



MARIA Z. MOORE
TOWN SUPERVISOR

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

SEAN McDERMOTT
CHIEF BUILDING INSPECTOR

BATTERY ENERGY STORAGE SYSTEM PERMIT APPLICATION FAST TRACK

****ELECTRIC AND SOLAR APPLICATIONS ARE FILED SEPARATELY****

PERMITS AND APPROVALS REQUIRED

The following permits are the minimum requirements for battery energy storage systems installed with an aggregate energy capacity **less than or equal to 20kWh**.

- 1 [Battery Energy Storage System Permit Fast Track Application](#)
- 2 [Electrical Application \(New\) \(PDF\)](#)
- 3 [Open Government Disclosure Form \(PDF\)](#)
- 4 [Workman's Compensation \(contractor must have an active license with the Town\), Disability and Paid Family Leave](#)
Applicable Forms: C 105.2, U26.3, CE 200, DB-120.1, DB-201.2 & DB-155. **ACORD FORM NOT ACCEPTED**

SUBMITTAL INSTRUCTIONS

This application and the following attachments will constitute the Battery Energy Storage System Permitting Package.

- **STOP** - Do not use this form if you are:
 - A commercial use.
 - Residential and proposing a new structure, please submit [Building Permit: New and Renewal Application \(PDF\)](#)
 - Residential and the proposed battery energy storage systems installed with an aggregate energy capacity **greater than 20kWh**.
- This application form, with all fields completed and bearing relevant signatures.
- Associated fee is required to process application.
- Required construction documents for the battery energy storage system being installed, including required attachments.

Completed permit applications can be submitted in person at 116 Hampton Road, Southampton NY during business hours Monday - Friday 8:30 am - 4:00 pm go to <http://www.southamptontownny.gov/1486/Schedule-a-Zoom-Meeting-or-Join-the-In-P>

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to Department of Land Management, Building and Zoning Division emailed to buildinginfo@southamptontownny.gov or call (631) 287-5700
<http://www.southamptontownny.gov/1486/Schedule-a-Zoom-Meeting-or-Join-the-In-P>



TOWN OF SOUTHAMPTON - BUILDING DEPARTMENT
BATTERY ENERGY STORAGE SYSTEM PERMIT APPLICATION
FAST TRACK

Application #: _____

FOR OFFICIAL USE ONLY:

PROPERTY OWNER

PLEASE NOTE: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

- [Owner Endorsement Form \(PDF\)](#)

Property Owner's First Name	Last Name	Title
Property Address		City State Zip
Mailing Address		City State Zip
Email	Tax map number:	

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 Garage (Attached/Detached/Open)
 Rooftop Existing structures that contain or are otherwise associated with battery energy storage

BATTERY ENERGY STORAGE SYSTEM INSTALLATION CONTRACTOR

Contractor Business Name		
Contractor Business Address	City	State, Zip
Contractor Contact Name	Phone Number	
Southampton Home Improvement Contractor License Number(s)	Contractor Email	
Electrician Business Name		
Electrician Business Address	City	State, Zip
Electrician Contact Name	Phone Number	
Suffolk County 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 unified process.

Property Owner's Signature _____ Date _____

Battery Energy Storage System Company Representative Signature _____ Date _____

DEPARTMENT USE ONLY:

SUBMITTAL REQUIREMENTS

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

Completed Application form on page 1 and 2.

a) Construction Documents, with listed attachments. If applicable, 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.
 - Applications must include 2 sets of floor plans indicating the location of the BESS within the structure, detail compliance with R327 Energy Storage Systems of the NYS Building Code, and a survey if applicable.

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, if applicable.
 - Show means of access to battery energy storage system.
 - Denote whether conductors are routed indoors or outdoors.
- If in a flood zone, 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

- 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 must 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 must 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.
 - Most one-to-two family residential systems will be subject to Section R327 (Energy Storage Systems) of the International Residential Code, as amended by the New York State Uniform Code. All other systems are subject to Section 608 (Energy Storage Systems) of the International Fire Code, as amended by the New York State Uniform Code.

FEES

- [Building-Zoning Fee Schedule- Residential \(PDF\)](#)
- [Electrical Fee Schedule \(PDF\)](#)

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. In order to receive final approval, the following inspection is required:

I understand that by signing this form, both a building inspection and electrical inspection will be necessary at the subject premises.

FINAL INSPECTION: The applicant must submit an online request when ready for a final inspection:

- [Request an Electrical-Inspection](#)
- [Request a Building Inspection](#)

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.