



**PTA4: Property Tax Abatement  
Application and Agreement  
for Solar Electric Generating System**

Orient and affix BIS  
job number label here

*Must be typewritten.*

**NOTE:** In accordance with Title 4-C of Article 4 of the New York State Real Property Tax Law and 1 RCNY 105-02, applications must be received by the Department of Buildings by March 15<sup>th</sup> in order to qualify for a property tax abatement to take effect on July 1<sup>st</sup> of the same calendar year.

**1 Location Information of Solar Electric Generating System** *Required for all applications.*

House No(s)	Street Name	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building
Borough	Block	Lot	BIN
Number of Stories	Height	ft.	Area(s) of Roof(s)
		sq. ft.	Real Property Class No.
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4

**2 Applicant for Property Tax Abatement Information** *See 1 RCNY 105-02 for definition. Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	Taxpayer ID		
Authorized representative: Last Name		First Name	
Authorized representative: Title		Telephone	

**3 Permit Information** *Required for all applications.*

DOB Construction/BIS Job Number \_\_\_\_\_

Electrical Permit Number \_\_\_\_\_ Date of Issuance \_\_\_\_\_ Date of Sign-off \_\_\_\_\_

**4 Applicant of Record Information** *See 1 RCNY 105-02 for definition. Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	NYS License Number		
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A.			

**5 Professional Certifying this PTA4 Application** *Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	NYS License Number		
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A.			

**6 General Contractor Information** *Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	Registration or Tracking Number		
Construction Supervisor: Last Name	First Name	HIC # (if applicable)	

**7 Electrician Information** *Required for all applications.*

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address				Business Fax
City	State	Zip	Mobile Telephone	
E-Mail	Electrical Firm No.		NYC Electrical License No.	

**8 Solar System Placed in Service Date** *See 1 RCNY 105-02 for definition. Required for all applications.*

Date solar electric generating system was placed in service \_\_\_\_\_

**9 Solar Electric Generating System Information** *Required for all applications.*

**Manufacturer of Solar Panels**

Product Name/Number			Listing Lab/Report Number	
Business Name				
Business Address			Business Telephone	
City	State	Zip	Business Fax	
E-Mail	Website			
Local Representative Last Name			First Name	
Local Representative Email				

**Provider of Solar Electric Generating System**

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address				Business Fax
City	State	Zip	Mobile Telephone	
E-Mail	Projected power generation (kW) _____			

**Installer of Solar Electric Generating System Non-Electrical Elements** *(i.e. elements not required by the NYC Electrical Code to be installed by a NYC Licensed Electrician)*

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address				Business Fax
City	State	Zip	Mobile Telephone	
E-Mail				

**10 Eligible Solar Electric Generating System Expenditures, Itemized\*** *Required for all applications; continued on page 3.*

*\*List only expenditures incurred on or after August 5, 2008 and connected to a solar electric generating system that began generating electricity on or after August 5, 2008.*

**10A Design Fees** *(including all professional fees)*

Design Fees \$	
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**10B Application Fees**

Construction \$	
Electrical \$	
<b>Total Application Fees \$</b>	

**10 Eligible Solar Electric Generating System Expenditures, Itemized** *Required for all applications; continued from page 2.*

**10C Construction Costs**

Item	Labor (\$)	Materials (\$)	Equipment (\$)	Total (\$)
Corrective construction				
a. Structure				
b. Roofing				
c. Drainage				
d. Other				
Solar Electric Generating System (___ kW)				
Supporting Structure for Solar System				
Testing and Inspections				
Other (Itemize)				
a.				
b.				
c.				
d.				
<b>Total Construction Costs \$</b>				

**10D Expenditure Summary**

Design Fees (from 10A) \$	
Total Application Fees (from 10B) \$	
Total Construction Costs (from 10C) \$	
Other Costs \$	
<b>Total Expenditures \$</b>	

**10E Grant Information (A federal, state or local grant shall not include another tax benefit, including a tax abatement, tax credit, tax exemption or tax rebate)**

Federal, State, Local Grants	Issuing Organization	Issuing Date	Grant Amount \$
a.			
b.			
c.			
d.			
e.			
<b>Grant Total \$</b>			

**10F Eligible Expenditures**

Total Expenditures (from 10D) \$	
Minus Interest \$	
Minus Finance Charges \$	
Minus Grant Total (from 10E) \$	
<b>Total Eligible Expenditures</b>	

**11 Professional's Certification of Compliance** Required for *all* applications.

I, a New York State licensed and registered architect or engineer, as represented on this form in section 5 and by my seal and signature below, certify and agree to the following:

1. A solar electric generating system as defined in §499-aaaa(10) has been installed and has begun generating electricity on the subject premises in accordance with the approved construction documents for the job number identified in Section 3.
2. The building on the subject premises is an eligible building as defined in Title 4-C §499-aaaa(7).
3. If the installation is on a roof or setback, a structural analysis of the building has been performed and any work has been completed as detailed in the approved construction documents, which establish that the building can sustain the added load of the solar electric generating system and that the solar electric generating system meets structural requirements of applicable law and rules.
4. If the installation is on a roof or setback, roofing and drainage evaluations have been performed and any work has been completed as detailed in the approved construction documents, which establish the building's roof and drainage systems' compliance with applicable law and rules.
5. The solar electric generating system installation complies with the Fire Code regarding fire fighting access and with height and setback provisions of the Zoning Resolution.
6. I have verified that all electrical permit applications related to this solar electric generating system were properly filled-out indicating this is a "Sustainable Energy" project and that, unless this solar electric generating system was installed pursuant to an electrical permit issued prior to the effective date of 1 RCNY 105-02, the BIS number listed above is also listed on the electrical permit application form.
7. To the best of my professional knowledge and belief, no solar electric generating system expenditure listed herein was incurred before August 5, 2008; nor was any solar electric generating system expenditure listed herein incurred in connection with a solar electric generating system that generated electricity before August 5, 2008.
8. I certify that I have reviewed and inspected the design and completed installation of the solar electric generating system as installed at the above address and as reflected in this application and affirm that, to the best of my professional knowledge and belief, the application and installation comply with Title 4-C of Article 4 of the real property tax law of the State of New York, and all applicable laws and rules of the City of New York and of other authorities having jurisdiction; and that I approve such installation, as an engineer or architect licensed and registered to practice in the State of New York.

Name (please print)

Signature

Date

P.E. / R.A. Seal (*apply seal, then sign and date over seal*)

**12 Applicant for Property Tax Abatement Agreement** Required for *all* applications.

I, the applicant for property tax abatement as represented on this form in section 2 and by my signature below, certify and agree to the following:

1. This building has not been previously represented as an eligible building under Title 4-C of the New York State Real Property Tax Law.
2. None of the eligible solar electric generating system expenditures provided above includes interest or other finance charges, or any expenditure incurred using a federal, state or local grant.
3. None of the eligible solar electric generating system expenditures provided above includes equipment excluded in §499-aaaa(10) and 1 RCNY 105-02.
4. I agree to allow officials of the Department and any architect or engineer associated with this solar electric generating system property tax abatement project, to access the property and to inspect the solar electric generating system and any related structures and equipment at any time upon reasonable notification.
5. I agree, in the event that the Department finds either non-compliance with the requirements of Title 4-C or any unsafe condition related to the solar electric generating system installation, to pay for the expenses of the Department for related inspection(s) and investigation, in accordance with 1 RCNY 105-02.
6. I agree to maintain this solar electric generating system in service throughout the compliance period in such a manner that it continuously constitutes a solar electric generating system within the meaning of Title 4-C and 1 RCNY 105-02.
7. I agree to provide any other information or certifications required by the Department pursuant to Title 4-C and 1 RCNY 105-02.
8. No solar electric generating system expenditure listed herein was incurred before August 5, 2008; no solar electric generating system expenditure listed herein was incurred in connection with a solar electric generating system that generated electricity before August 5, 2008.
9. EITHER I have provided the Department documentation, such as a preliminary contract, that I am coordinating with the electrical utility for electrical interconnection of my solar electric generating system OR I hereby state that this solar electric generating system will NOT be interconnected with the electrical grid.
10. I agree that pursuant to 1 RCNY 105-02, within fifteen (15) calendar days prior to the end of the compliance period, I will have the architect or engineer involved in the installation and maintenance of the solar electric generating system inspect the solar electric generating system to certify its continuing compliance with Title 4-C, 1 RCNY 105-02 and applicable provisions of law and rules. The applicant of record shall prepare an inspection report and maintain it on file in accordance with applicable provisions of law and rules for review by the Department upon request. If the applicant of record finds that the solar electric generating system is not in compliance with Title 4-C, such applicant shall notify the Department on such forms and in such manner prescribed by the Department.
11. I, the applicant for a tax abatement for the above-referenced premises whose name and signature appear below, hereby state that I am the owner, or represent the owner, of the subject premises; that I have thoroughly reviewed the approved construction documents for the job number identified in Section 3, this application and the information provided herein about me and/or the corporation or condominium I represent and the subject building and premises and state that all information I have provided is accurate and true; that the information and work provided on my behalf is accurate, true and in accordance with Title 4-C and 1 RCNY 105-02 to the best of my knowledge; that I fully agree to abide by all terms stated herein; and I hereby apply for the real property tax abatement offered by the City of New York in accordance with Title 4-C and 1 RCNY 105-02.

Name (please print)

Signature

Date