

Purpose of form:

This form must be submitted for all applicants seeking a property tax abatement for the installation of a solar electric generating system. It must be completed by all the responsible individual(s) as set forth in Department of Buildings' rule 1 RCNY 105-02.

The completed PTA4 shall be submitted with the request for alteration application sign-off relating to the installation of a solar electric generating system; and must be received by the Department of Buildings by March 15th in order to qualify for a property tax abatement to take effect on July 1st of the same calendar year.

Note:

Please note that construction documents submitted for the alteration application relating to the installation of a solar electric generating system must be complete to support this tax abatement application. For additional information see Title 4-C of Article 4 of the New York State Real Property Tax Law, Department of Buildings' rule 1 RCNY 105-02, and other Department communications regarding the property tax abatement program. If the documents do not conform to required standards then a filed and approved Post Approval Amendment to the alteration application may be required prior to acceptance of the PTA4.

1 Location Information of Solar Electric Generating System

- Location refers to the place where the solar electric generating system will be installed. Complete and accurate information is required for the property location of the solar electric generating system. The property location should be listed exactly as it appears in our Building Information System Online Database, BISWeb. Information missing or inconsistent with the location established during the work application process, might delay or prevent processing of this property tax abatement application.

2 Applicant for Property Tax Abatement Information

- The applicant for property tax abatement refers to the owner or ownership of the eligible building applying for the property tax abatement as defined in 1 RCNY 105-02. The information provided in this section must include the name and contact information of a) the building owner, or b) board of managers of a condominium or board of directors of a cooperative apartment.
- When applicable, the required information (in the authorized representative sections) must be provided for the individual authorized to represent the building owner or board.

3 Permit Information

- In this section provide the Department of Building's BIS Job Number for the alteration application related to the solar electric generating system.
- For all electrical applications related to the solar electric generating system, provide the electrical permit a) number b) issuance date and c) sign-off date.

4 Applicant of Record Information

- The applicant of record refers to the Professional Engineer (PE) or Registered Architect (RA) who files the alteration application related to the solar electric generating system. Provide all required information including name, contact and New York State license number.

5 Professional Certifying this PTA4 Application

- This section refers to the Professional Engineer (PE) or Registered Architect (RA) who certifies the solar electric generating system property tax abatement application. Provide all required information in this section.

6 General Contractor Information

- Provide all required information for the General Contractor responsible for the work described in the alteration application for the installation of the solar electric generating system. The construction supervisor must be named in this section.

7 Electrician Information

- This section requires the contact information and NYC license number of the licensed electrician responsible for all electrical work performed during the installation of the solar electric generating system.

8 Solar System Placed in Service Date

- Provide the date the solar electric generating system was placed in service. This date is the date of the request for construction sign-off

9 Solar Electric Generating System Information

- List the product name, serial number and listing labeling information for the solar electric generating system installed under the alteration application.
- List the name of the manufacturer and all necessary contact information.
- List the name and contact information for the provider of the solar electric generating system. Include the total projected power generation, in kilowatts, for the solar generation system.
- List the name and required contact information for the installer of the non electrical elements of the solar electric generating system.

10 Eligible Solar Electric Generating System Expenditures, Itemized

- 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.
- The expenditures listed in this section should be included in the costs submitted on the PW-3 (cost affidavit) for the solar generating system alteration application. If the costs stated in this section are significantly larger than those listed on the PW3, the alteration application may require amendments to reflect actual costs incurred.

11 Professional Certification of Compliance

- All statements must be reviewed in detail by the registered design professional prior to certification. The registered design professional must sign, date and seal this section.

12 Applicant for Property Tax Abatement Agreement

- All statements must be reviewed in detail by the applicant for property tax abatement prior to certification. The applicant for property tax abatement must be the same as identified in Section 2. The applicant must sign and date this section certifying he or she has read, understands and agrees to the provisions stated.
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