

Residential Solar Installations

Permit Application Guidelines

1. Submit the following items to the Community Development Department Building Division for review:
 - a) Completed Building Permit Application indicating work to be performed and all contractors associated.
 - b) Required documentation and licenses associated with all contractors involved. See contractor requirements form.
 - c) Two copies of site plan showing location of major components on the property.
 - d) Two copies of electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and ac connection to building.
 - e) Two copies of specification sheets and installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system indicating overall size, materials (composition of PV array), and inverter capacity.
 - f) Signed and stamped letter from Illinois licensed Structural Engineer or Architect verifying roof structure will support additional loads.
 - g) Copy of Distributed Generation Certification¹, if applicable² (certified by Illinois Commerce Commission).³
 - h) For solar thermal systems, copies of any documentation for plumbing and mechanical including plumbing riser diagram showing piping schematic and specification for the storage tank, heat exchanger, expansion tank, thermostatic mixing valve and controller module.
2. Please allow up to ten [10] business days from date of complete, accurate, and code compliant submittal to Building Division for small rooftop solar PV permit issuance. **LMC 6-87(a)**
3. All solar installations shall comply with all applicable zoning and historic preservation requirements.
4. Any increase in lot coverage will require zoning and engineering review. Submit an Engineering permit application with impervious lot coverage area provided on the site plan.

Solar Panel Guidelines

1. All installations shall follow applicable building codes including the 2018 IRC, 2018 IBC, 2017 NEC, 2014 IPC, and 2018 IMC.
2. The following inspections are required: Rough Electric, Rough Plumbing (if in permit), Rough Mechanical (if in permit), Final Building, Final Electric, Final Zoning, Final Plumbing (if in permit), Final Mechanical (if in permit), Final Engineering (if in permit).

¹ According to the ICC a Distributed Generation Installer Certification means “an organization, institution or individual that has its own existence for legal or tax purposes and is involved in the business of installing distributed generation facilities. Distributed generation facility means the equipment used by an interconnection customer to generate or store electricity that operates in parallel with the electric distribution system. A distributed generation facility typically includes an electric generator, a prime mover, and the interconnection equipment required to safely interconnect with the electric distribution system or local electric power system.”

² Applicability – With the exception of self-installers, all entities that install distributed generation facilities shall be certified by the ICC prior to installing any distributed generation facilities in the State of Illinois.

³ For more information please visit the [ICC Webpage](#).