

## Solar Panel Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- Two (2) sets of roof plans, indicating locations of panels and equipment
- Two (2) copies of the plat of survey
- Two (2) copies of the structural calculations signed and sealed by a licensed structural engineer
- Two (2) copies of manufacturer specifications
- Letter of Intent provided by a Licensed State of Illinois roofing contractor who will be responsible for the roof alterations. A Roof Condition Letter will also be accepted in lieu of a Letter of Intent. The Roof Condition Letter shall indicate the condition of the roof prior to solar panel installation and after.

Please allow ten (10) working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

### Fees:

- **Solar Panel Permit Fee:** Cost Based – If the project is under \$500.00, the permit is \$31.00. Otherwise, the first \$1,000.00 = \$49.00, each additional \$1,000.00 = \$16.00.
- **Plan Examination Fee:** Twelve (12) percent of building fee to the nearest dollar for code review by Village staff (Minimum fee, \$30.00), plus twelve (12) percent for code review by outside agency.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

### Inspections:

The applicant / homeowner is responsible for scheduling all required inspections with our office. The following is a list of inspections, which will be required for your project.

#### ➤ Final Inspection

### Solar Panel Zoning Requirements:

- Solar panels shall be permitted on any roof in any zoning district as permitted accessory uses. Solar panels shall only be permitted on the roof of a building or structure, unless otherwise specified in the subject zoning district.
- Solar panels shall be flush with the roof line when possible, and shall not be elevated more than thirty (30) degrees off the roof pitch where it is attached or no more than five feet, whichever is less. Solar panels shall not extend beyond the roof line. Solar panels shall not be located on any front entry roof elevation or on any roof elevation that is pitched towards a corner side lot line,

except as provided in the below section. Solar panels may cover up to one hundred (100) percent of the roof of non-residential buildings provided that they are fully screened from view on all sides of the building as viewed from ground level and all other rooftop access objectives are still met.

- Solar shingles shall be permitted to cover any amount of a roof without the location limitation in the above section provided that they are incorporated into and made to appear as part of the roof, continuous in area without gaps, rectangular in shape and do not cause glare to reflect on to neighboring properties.
- All frame and visible structural parts of a solar panel shall match the roof color. No solar panel shall be artificially lighted.
- A building permit shall be required prior to erecting any solar panel. Mounting for such systems shall be in conformance with all electrical codes and building codes to ensure wind and weight loading requirements are met. Plans shall be reviewed by a licensed structural engineer or a registered architect.
- An emergency direct current disconnect switch shall be provided in an accessible location near the electric meter to shut off such system in the event of an emergency.
- Solar collection systems shall maintain operable status and be kept in good aesthetic and structural condition.
- Solar panels shall be primarily used to generate energy for the property where it is located.
- The yellow permit card must be displayed during construction and must be visible from the street.