

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, indicating the color(s) of the panel(s) and mounting equipment

- 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 or email you when your permit is ready to be issued 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).
- **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**

The permit card must be displayed during construction and must be visible from the street.

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.



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- Solar panels may be located on any roof plane. 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 shingles may be located on any roof 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 solar panels and the visible structural parts of a solar panel shall be monochromatic. 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 stamped by a licensed structural engineer and by a qualified inspector for such installation.
- Solar collection systems shall maintain operable status and be kept in good aesthetic and structural condition.