

SOLAR PANEL

Permit Submittal:

- **Permit application.** Include estimated cost of construction.
- **Homeowner's Association Approval:** If applicable, provide a letter of approval from your HOA.
- **Fees.** The city will contact you when your permit is ready. Payment can be made online or in person. Cash, check, or credit/debit cards are accepted.
- Permit will be issued within 10 business days of submittal if requirements are met.

General Requirements:

- Contract signed by the property owner.
- Contractor's Proposal / Scope of Work or other additional documents as needed to clearly show the extent of proposed work.
- Illinois licensed Structural Engineer certification of existing structure. Verify existing structure can support additional loads imposed by solar array, or indicate modifications required to existing structure to meet the additional loads.
- One set of construction plans:
 - Clearly show location and extent of the proposed work: electrical, framing modifications, etc.
 - Roof plan showing location of panels with dimensions to roof edges, valleys, etc. (i.e. fire setbacks).
 - Plans shall be drawn to an appropriate scale (i.e. 1/4" = 1'-0").
 - 11 x 17 is an acceptable sheet size. One copy of an electric diagram (show meter, panel(s), service size, inverter, transfer switch, disconnect, equipment grounding, wire, conduit, breaker sizes, and equipment size/ratings).
- One copy of electrical panel schedule and electrical load calculation (if panel is being replaced).
- One copy of manufacturer's specifications for the equipment.
- One copy of manufacturer's installation instructions for the equipment.

Inspections:

- 24-hour notice is required when scheduling inspections. Call 815-363-2170 to schedule.
- Inspections are scheduled Monday-Friday, 9am – noon or 1pm - 4pm
 - A final inspection is required.
 - Electrician on record required to be on site.

Please note the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 363-2170 or ced@cityofmchenry.org