

**RESIDENTIAL**

**VILLAGE OF NORTHBROOK**  
Development & Planning Services  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

## **ALTERNATIVE ENERGY SOURCE** **Solar Photovoltaic Permit Application**

**Property Address** \_\_\_\_\_

**Description of Work** \_\_\_\_\_ **Construction Value** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applicant/Contact** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Electrical Contractor** \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Solar System Installer** \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### **SUBMITTAL REQUIREMENTS FOR RESIDENTIAL SOLAR PV (PHOTOVOLTAIC) SYSTEM APPLICATION:**

**Submit 3 copies each of drawings for roof mounted solar array at 11" x 17" format with items listed below:**

- Cover sheet with location map, sheet index, applicable codes, PV system size (DC/AC)
- Roof plan(s) with layout of panels showing fire setbacks per *IRC Section R324.3 Photovoltaic systems*.  
Include north arrow and indicate street side of residence.
- Provide rack roof-mounting details for all conditions.
- Electrical line diagrams, applicable electrical notes and warning labels.
- State of Illinois structural assessment. Structural design requirements per *IRC R324.4.1- 324.4.4.3*
- Equipment specifications and manufacturer cut sheets: PV panels/modules listed and labeled per code.
- PV Installer requirements: credentials to comply with Northbrook amendment to the NEC 690.4(E)(1)  
(See Village *Alternative Energy Source* Web Page for additional details for above checklist items.)

**\*A CORRECT & COMPLETE SUBMITTAL WILL ENSURE A 3-DAY PERMIT TURNAROUND \* PERMIT FEE AT ISSUANCE: \$250\***

**REQUIRED INSPECTIONS:**

- **ROUGH ELECTRICAL: RAILS, PIPING & GROUNDING TO BE INSTALLED – SOLAR PANELS MUST NOT BE INSTALLED**
- **FINAL ELECTRICAL: ALL EQUIPMENT MUST BE INSTALLED**

**GENERAL INSPECTION NOTES:**

- **CERTAIN FEATURES MAY REQUIRE SUBMITTAL OF PHOTOS – SEE ALTERNATIVE ENERGY WEBPAGE FOR DETAILS**
- **ENSURE CODE-REQUIRED ACCESS/CLEARANCES FOR ALL INSTALLED DISCONNECT SWITCHES/INVERTERS/PANELS**