



RESIDENTIAL

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**