

Solar Application Checklist

Submittal Documents		
<input type="checkbox"/> Solar Permit Application	<input type="checkbox"/> Construction Documents including electrical worksheet	<input type="checkbox"/> Roof Plans indicating location of panel installation <input type="checkbox"/> Plumbing Worksheet (for Thermal or Hybrid Systems)
Applicable Codes		
2024 International Building Code	2024 International Fire Code	2024 International Fuel Gas Code
2023 National Electrical Code	2024 International Mechanical Code	2024 International Property Maintenance Code
2024 International Existing Building Code	2024 International Residential Code	
Required Construction Documents and Plans		
For All Systems		
<input type="checkbox"/> Report with structural calculations from an Illinois State Licensed Architect or Structural Engineer verifying that the roof structure can support all imposed loads. If the roof is found to be structurally inadequate, reinforcement drawings by an architect or an engineer, and framing details are required.		
<input type="checkbox"/> Specification sheets and installation manuals for all components, such as recirculation pumps, panels, supporting frames and mounting.		
<input type="checkbox"/> Provide the attachment details, flashing details, construction design for the unit and any supporting frame members for the Wind Zone, additional loading, and any site conditions.		
<input type="checkbox"/> All documentation must be sealed and signed by the Design Professional.		
For Solar Thermal and Hybrid Systems		
<input type="checkbox"/> Plumbing riser diagram showing the piping system schematic.		
<input type="checkbox"/> Specifications for the storage tank, heat exchanger (double wall), expansion tank, thermostatic mixing valve and controller module.		
For Photovoltaic and Hybrid Systems		
<input type="checkbox"/> 1-line electric schematic of the PV array configuration, inverter, power supply, disconnect, overcurrent protection, electrical panel, meter and ground.		
<input type="checkbox"/> For battery backup systems, summarize the standby load		
<input type="checkbox"/> Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.		
<input type="checkbox"/> Written specifications for the inverter and power supply.		
<input type="checkbox"/> Proof of the system's compliance with NEC Article 690.		
Contractor Information		
<input type="checkbox"/> Solar Installer Provide ICC Certificate	<input type="checkbox"/> Plumbing Contractor Provide State License	<input type="checkbox"/> Electric Contractor Provide License
Required Inspections		
Photovoltaic: <input type="checkbox"/> Electric – Rough and Final	Solar Thermal: <input type="checkbox"/> Plumbing – Final	Hybrid Systems: <input type="checkbox"/> Electric – Rough and Final <input type="checkbox"/> Plumbing – Final

If all submittal documents are complete and revisions are not required, residential permits shall be issued within 3 business days. Commercial permits shall be issued within 10 business days.



Solar Permit Application

Submittal Documents		
<input type="checkbox"/> Electrical Worksheet	<input type="checkbox"/> Roof Plans indicating location of panel installation	
<input type="checkbox"/> Construction Documents	<input type="checkbox"/> Plumbing Worksheet (for Thermal or Hybrid Systems)	
Applicant Information		
Property Address:		
Applicant Name:		
Phone:	Email:	
Scope of work:		
Property Owner Information (If Different)		
Property Owner Name:	Address:	
Phone:	Email:	
Design Professional Information		
Architecture/Engineering Firm:		
Phone:	Email:	
Work Valuation (required): \$		
Contractor Information		
General Contractor/Solar Installer:		
Address:		
Phone:	Email:	
Electrical Contractor:		
Address:		
Phone:	Email:	
Plumbing Contractor		
Address:		
Phone:	Email:	
Contractor Information		
<input type="checkbox"/> Solar Installer Provide ICC Certificate	<input type="checkbox"/> Plumbing Contractor Provide State License	<input type="checkbox"/> Electric Contractor Provide License
Required Inspections		
Photovoltaic: <input type="checkbox"/> Electric – Rough and Final	Solar Thermal: <input type="checkbox"/> Plumbing – Final	Hybrid Systems: <input type="checkbox"/> Electric – Rough and Final <input type="checkbox"/> Plumbing – Final

Applicant Submittal Statement

I hereby certify that the above application is true and correct to the best of my knowledge. I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official may enter at reasonable times, any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances.

Applicant's Signature _____ Name of Applicant (Print) _____

Date _____