



RESIDENTIAL SOLAR PANELS

Do I need a permit to install solar panels?

- Yes, a permit is required to install or replace solar panels.

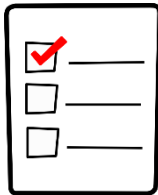


PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

Submittal Requirements Checklist



- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#). Solar contractor must provide a copy of the Illinois Commerce Commission's Certificate of Service Authority authorizing it to operate as an Installer of Distributed Generation Facilities for solar energy.
- Homeowners Association approval letter, if applicable.
- Documentation from Commonwealth Edison's Interconnect Coordinator of approval of the Interconnect application. *If this is not yet available at the time of submission, it is required to be submitted prior to scheduling final inspection.*
- If Ground-Mounted system (this is considered an accessory structure):
 - Two copies of the Plat of Survey
 - Plat of Survey should be clean and legible
 - Show proposed location of all solar panels
 - Show all other existing accessory structures, with dimensions, located in the rear yard. All accessory structures shall not cover more than 20% of the rear yard area. Accessory Structures may not be installed in front yards or corner side yards.
 - Show location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter.
- If Roof-Mounted system:
 - Two copies of the Roof Plan
 - Show proposed location of all solar panels
 - Show the required "pathways" as outlined in the *2018 International Residential Code* section 324.6.1.
 - Load calculations for the existing roof structure to handle the new loads, signed and sealed by a licensed architect or structural engineer.
 - Total roof area and total photovoltaic (PV) array area. If the PV array sq ft area is less than 33% of the roof area, the solar panels must be 18" away from the ridges. If the PV array sq ft is over 33% of the roof area, the solar panels must be 36" away from the ridges.
- Provide the cut sheets for the couplings, lugs, lags, disconnecting means, and grounding devices.

- Ensure that proper wire management is used under the modules. Ensure that all connectors are approved rain tight fittings.
- Ensure that the existing electrical service panel has a main breaker. A main breaker will be required.

Step 2: Processing and Plan Review

Review Period

- Average review time is 5 to 7 business days after all required information is provided.
- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.
- Once approved, the applicant needs to pay for and pick up the permit before any work begins.

Step 3: Permit Issuance

Permit Fee

- The permit fee for a Solar Panel permit fee is \$400 for residential and 1.75% of valuation (\$400 minimum) for non-residential.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.



Approved Plans

- Approved plans will be given to the applicant at time of issuance.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the Village's Municipal Code, [Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.
 - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
 - Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Underground Utilities

- Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.



Step 5: Inspections

Required Inspections

- Rough electrical and structural inspections

- A racking or support system inspection and electrical rough inspection are required prior to installing the PV modules. The modules and inverter and similar equipment is required to be on site at this time. All materials should be onsite and unpacked and available for inspection prior to the inspector's arrival. A ladder will be required to be on site and available for the inspector. At this inspection, if it is determined that the existing electrical system or grounding system is not in compliance, it is the contractors responsibility to bring all inadequacies up to current code.
- When scheduling the inspection, please advise an approximate time that the racking will be in place in order to facilitate the inspection rough inspection. The contractor does not need to stop work and wait for the inspection. Work may continue and the inspection will take place when the inspector arrives.
- Prior to final inspection, provide documentation from Commonwealth Edison's Interconnect Coordinator of approval of the Interconnect application. In addition, include any requirements ComEd may have.
- Final electrical and structural inspections



CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

- The Village of Buffalo Grove follows the *2018 International Residential Code*, as amended, and the *2017 National Electric Code*, as amended.

MORE INFORMATION



- More details and requirements can be found in
 - *2018 International Residential Code*
 - *2017 National Electric Code*
- Call the Building Department at (847) 459-2530 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads