



Village of Woodridge

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Solar System Installation Guide

The Village of Woodridge supports our residences and businesses in the pursuit of clean power. The Village code does not require a special process for reviewing and approving photovoltaic (or PV) systems or solar thermal systems, only a standard building permit is required. The below information will guide residents and business owners to the quickest and most efficient way to get through the permitting and approval process.

Residential and Commercial Properties: Solar energy systems are permitted in all zoning districts as an accessory use subject to the provisions of the Village code. Follow the standard building permit process outlined below along with a permit checklist and supporting documents which are required with the application.

Obstructions: The contractor or structural engineer will design your solar system to optimize the solar power within the context of any obstructions on yours or adjacent properties. The Village code does not prioritize solar power over any obstructions, such as buildings or trees.

SOLAR ENERGY SYSTEM PERMIT REQUIREMENTS

The information summarizes the Village code, permit requirements, inspections and fees.

Solar Panel Standards

Please submit the following for permit review:

1. The structural integrity or the solar panel system needs to meet the following criteria:
 - a. The array is mounted on a code-compliant structure.
 - b. An engineered system designed by a structural engineer is used to attach the array.
2. The electrical design of the system is submitted using a standard electrical diagram and the following criteria:
 - a. All products are listed and labeled for the application.
 - b. The array is composed of 4 strings or less.
 - c. The inverter output is 13.44 kW or less (maximum size for 70 amp breaker) and is connected to the load side of the service disconnect.
3. A zoning review will also take place at time of submittal and will need to meet the following criteria:
 - a. Roof mounted solar energy systems may be mounted on or attached to any principle or accessory building on a lot.
 - b. Roof mounted solar energy systems shall not exceed a total height of ten feet (10') as measured from the roof surface where the system is mounted to the highest edge of the system, provided that the system shall not exceed five feet (5') above the roofline and five feet (5') above the maximum permitted height of the district, whichever is less.

Inspection Requirements

An inspection is required once the solar panel system has been completely installed. The inspector will be looking for the following:

1. A nameplate indicating the manufacturer, phase, voltage, frequency, and required electrical specifications.
2. A testing laboratory label indicating the unit has been tested and approved by a qualified NRTL.
3. No EMT conduit is allowed in exterior conditions or subject to any moisture per local Village code. IMC or heavy wall is required in those instances.
4. The inspector will verify the unit has been installed in compliance with the manufacturer's instructions. The inspector may have to enter the home to inspect the electric panel; therefore, the homeowner shall be present at time of inspection.
5. Approved plans shall be on-site at all times.
6. Inspections can typically be scheduled within 24 to 48 hours.

To Apply for a Permit

1. Complete and submit the standard building permit application form.
2. Submit two (2) copies of a plat of survey showing the proposed equipment locations.
3. Provide three copies (3) of detailed stamped plans and structural calculations showing the structure can support the added weight of the solar panels.
4. Provide copies of the equipment cut sheets and manufacturer's specifications.
5. Solar panel contractors shall be insured and bonded with the bond showing the Village of Woodridge as the certificate holder. The contractor does not have to register with the Village.
6. Call the Community Development Department at (630) 719-4750 with any questions.
7. Solar permits will be reviewed and issued within three (3) days from time of submittal as long as there are no code related issues or documents missing.

Permit Fees

Building permit fees, which includes the final inspection, will be as follows:

1. New electric service panel – \$100
2. Final building/electrical inspection – \$100
3. Plan review – \$100

The Village does reserve the right to add any fees on a case-by-case basis.

A FINAL INSPECTION IS REQUIRED TO BE SCHEDULED.

Please do this as soon as the work is completed.