

	<p><i>Village of Carol Stream</i></p> <p>500 N. Gary Avenue, Carol Stream, Illinois 60188</p>			
	<b>Phone:</b> (630) 871-6230	<b>Fax:</b> (630) 665-1064	<b>Website:</b> www. carolstream.org	<b>E-mail:</b> communitydevelopment@ carolstream.org

## Permit Submittal Checklist and Process Residential Photovoltaic (Solar) Electric Systems

### Note to applicants:

This handout is intended to assist applicants through the residential photovoltaic (solar) electric system permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

### Items needed for a complete permit application:

- A completed Miscellaneous Residential Construction Permit Application (**Type C**).
- A copy of the electrician’s license.
- Two copies of the Plat of Survey, drawn to scale, showing the location of the structure and where the solar panels are being installed.
- Two copies of signed and stamped structural calculations if ANY of the following apply:
  1. The roof system is comprised of engineered trusses.
  2. The existing roof has more than a single layer of lightweight roof covering.
  3. The equipment (complete system) weighs 5 pounds per square foot or more.
  4. The equipment (complete system) imposes a point load of 45 pounds per square foot or more at any location.
- Plan layout showing solar panel locations, electrical meter location, electrical panel location, signage, etc.
- Line diagram of electrical circuits indicating conduit and wire sizes, grounding and bonding requirements.
- Manufacturer’s and product catalog specifications for all equipment.
- The solar panel permit application fee of \$128.00, payable when application is submitted.

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**Helpful tips:**

- If the property is regulated by a Homeowner's Association, obtain any necessary approvals prior to applying for a building permit.
- The installation must comply with all requirements of the 2018 Solar Energy Provisions, with local amendments.
- All materials, devices, fittings, and equipment for the solar photovoltaic system and all associated work shall be installed in strict accordance with all of the manufacturer's installation instructions.
- The mounting structure for the solar system must provide direct connection to the roof to prevent wind uplift and anchorage penetration must be directly to the rafters.
- The solar panels must be located at least three feet from the ridge, roof edges, hips and valleys.

**Inspections (24-hour advance notice required for inspection scheduling):**

- Rough inspection – If any work will be concealed below grade or inside walls or ceilings an inspection is required before the work is covered.
- Provide copies of all final approvals from ComEd after the system is fully installed and grid connected prior to final inspection / approval.
- Final inspection – Once the work has been completed, the applicant or contractor should call the Community Development Department as soon as possible for a final inspection. Final inspection includes building, fire, and electrical inspections.

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**Please do not hesitate to contact the Community Development Department at (630) 871-6230 if you have any questions regarding the building permit or inspection process.**

