

	<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 Solar Energy Collection Systems

### Note to applicants:

This handout is intended to assist applicants through the solar energy collection 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 Residential Permit Application (or apply online: [carolstream.org](http://carolstream.org)).
- A copy of the electrician’s license.
- One copy of the Plat of Survey, drawn to scale, showing the location of the structure and where the solar panels are being installed.
- One copy 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 \$168.00, payable when application is submitted.

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

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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 adopted 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, and shall be of a color consistent with the color of the roof surface to minimize visibility. Equipment associated with the building-mounted system is prohibited on the front or exterior side of a building, unless operationally necessary and approved by the Community Development Director, and shall be a color consistent with the color of the building.
- 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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**Contact the Community Development  
Department at (630) 871-6230 if you have any questions  
regarding the building permit or inspection process.**

