



Village of Carol Stream

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Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Carol Stream when applying for a permit to install a residential or commercial solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

Carol Stream has adopted the following codes: 2018 International Building code; 2018 International fire Code; 2017 National Electrical Code; and the 2018 Solar Energy Provisions

The following local design criteria should be used:

Ground Snow Load	25
Wind Speed (mph)	115
Topographic Effects	No
Special wind region	No
Wind-borne debris zone	No
Seismic Design Category	A
Weathering	Severe
Frost line depth	42 inches
Termite	Moderate to heavy
Winter Design Temperature	-5 degrees
Ice Shield Underlayment	Yes
Flood Hazard	See current DFIRM and FBFM available in Engineering Services Department
Air Freezing Index	2000
Mean Annual Temperature	50 degrees

Required Permits

A permit must be obtained prior to the start of any work. Complete the residential or commercial permit application) and submit any additional required documents

Additional Required Documents

Site Plan

- Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
- PV arrays in compliance with [IRC fire setback requirements](#) need no separate fire service review.

Electrical Diagram

- Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

Specification sheets and installation manuals (if available)

- Provide spec sheets and manuals for all manufactured components including, but no limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system

Contractor Requirements

Provide contact information for all contractors and a copy of the electrical contractor's license.

Permit Fees

Residential Solar Permit fee - \$168.

Commercial/ Industrial/ Multi-Family Solar Permit fees - \$320 plus the Development Services Fee

Development Services Fee - \$6.70 per \$1,000 of building valuation, with a minimum fee of \$50.

The Fees and Securities for Construction and New Development as set forth in Chapter 6, Article 13 of the Village Municipal Code

Submit Permit Application

Residential permit applications are available online through the Village Website (www.carolstream.org), by email upon request, or in person at the Village Hall. Online permit submittals will be available in January 2022.

Review Process Timeline

The Community Development Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 business days and commercial/non-residential solar permit applications within 5 business days. These turnaround times are typical, not guaranteed. Carol Stream has a

staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please Contact community Development at 630-871-6230

Permit Expiration

All permits expire six (6) months after date of issue. The building official is authorized to grant one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please contact the Community Development Department at 630-871-6230. Typically, inspections are completed within 24 hours/days. Upon scheduling a solar panel inspection, specify a timeframe that someone is available onsite. The caller will receive a confirmation for the time of the inspection.

A residential solar PV system requires one inspection:

- The Building, Electrical and Fire inspections are typically completed during the scheduled inspection.
- Additional inspections are available as needed by applicant/contractor.

Review solar PV system inspection requirements online at

<https://www.carolstream.org/departments/community-development/building-permits-inspections>

Contact Information

If you have any questions, please contact:

- Steven Martin, MCP
Development Services Manager
- Office Email: smartin@carolstream.org
- Office Phone Number: 630-871-6236

or

- Community Development
- Office Email: communitydevelopment@carolstream.org
- Office Phone Number: 630-871-6230

Hours of Operation

- Office: Monday – Friday 8 am – 5 pm.