SOLAR PANELS

WHAT IS NEEDED TO OBTAIN A PERMIT TO INSTALL SOLAR PANELS?

1. **Plans and Scope of work**
2. **Third party review approval**
3. **Building Permit Applied for on the City of Elmhurst Portal:**
   https://ews.elmhurst.org/energov_prod/selfservice#/dashboard
    a. You will first need to create an ID on the Elmhurst portal to Apply for a permit. You will create the ID by clicking on the Login/Register box on the portal page.
        i. The system will require an email address
            1. You can only have one email address for the company when creating an ID.
        ii. Scroll past the blue next button down to the blue create button. Click on create to complete the ID process.
    b. Once the ID is created you will click on "Apply" on the black toolbar. Click on permits and then type in Solar Panels.
    c. Once you click Apply on the Solar Panel permit follow the instructions to complete the permit application.
    d. To access the permit once it is submitted click on the "Dashboard". Find the permit under one of the permit cards, Active, Pending, or Action. Launch into the permit by clicking on the permit number. This will take you to the permit summary page.
    e. The Permit summary page will provide you with all the information about the permit, allow you to review the progress, pay fees, and request inspections.
    f. All payments and inspections will be completed on the portal.

- **Plans and Scope of work are required as an attachment on the portal permit application.**
    - All plans should include:
        - Drawing of PV system with electrical diagram
    - Scope of work should include:
        - Required fire clearance
        - An area at ridge the fire department can ventilate
        - Structural analysis of existing roof
            - Must be signed and sealed by Illinois structural Engineer

Note: Required snow load is 30lbs per Sq. Ft. per City Amendments*

- **All Solar Panels are reviewed by an outside third party. You can chose from the following companies to send the plans to:**

    - Building & Fire Code Academy
      Sean Fallows
      Vince Gallo
      847-428-7010

    - Fire Safety Consultants Inc (FSCI)
      Seth Sommer
      847-697-1300

    - TPI Building Code Consultants, inc.
      Joe Tisinai
      630-443-1567

The third party will forward the approved plans to the City of Elmhurst. The homeowner or contractor will still need to submit the building permit application to the City of Elmhurst

****There will be a third party review fee in addition to the city permit fees; applicants will have to pay the third party directly****