

# 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 Application approval

- **Plans and Scope of work**

- 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  
Ken Garrett  
Seth Summers  
[847-428-7010](tel:847-428-7010)
- Priority Energy  
[800-737-2299](tel:800-737-2299)  
[rob@priorityenergy.com](mailto:rob@priorityenergy.com)
- TPI Building Code Consultants, inc.  
Steve V  
[630-443-1567](tel: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\*\*\**

- **Fill out a building permit application**
  - You can find the building application by going to the City of Elmhurst website: [www.elmhurst.org](http://www.elmhurst.org)
  - In the search tab simply type “Permits & Forms” and press enter
  - Click the first bullet point named “Permits & Forms” and press enter
  - Click on “Building Permit & Plan Review Application”
  - This will give you the building permit application
  - You will need to fill out the application in its entirety; including the following:
    - Type of work
    - Address of location work will be done
    - Owner name, address & phone number
    - Contractors name, address & phone number
    - Approximate cost of job
    - Contact name and phone
    - All contractors must be Registered and Bonded with the City of Elmhurst. A State licensed electrician is also required for a Solar Panel Permit.
  
- **How to send a building permit application**
  - Once building permit application is complete the permit along with the plans & scope of work can be emailed to: [planreview@elmhurst.org](mailto:planreview@elmhurst.org)
    - All permit applications should be emailed to the city at the same time the homeowner or contractor submits the plans to the third party for review.

#### **How do I know when the permit has been approved by the City of Elmhurst?**

- The City of Elmhurst will contact the listed contact name and number noted on the building permit application once the permit is approved.
  
- At that time we will provide the total cost of the permit, and if the permit is ready to be picked up or if we are missing any contractor information such as:
  - Contractor name
  - Updated License/Bond/Registration