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## COMMUNITY DEVELOPMENT DEPARTMENT

# SOLAR / PV SYSTEM PERMIT SUBMITTAL CHECKLIST

Forms & applications are available at Village Hall or at [caryillinois.com](http://caryillinois.com). Payment is not required until permit issuance. Permit fees are calculated after the review is completed and approved.

### Permit Review:

- Building Permit Application**
- Contract** signed by the property owner.
- Contractor's Proposal / Scope of Work** or other additional documents as needed to clearly show the extent of proposed work.
- Homeowner's Association approval letter** (if the subdivision has an active HOA)
- Utility Interconnection approval letter**
- Three (3) copies of a **structural approval** of the existing roof structure by an Illinois licensed Architect or Structural Engineer. This can be either a letter or a drawing.
- Three (3) sets of **construction plans**:
  - Clearly show location and extent of the proposed work: electrical, framing modifications, etc.
  - Roof plan showing location of panels with dimensions to roof edges, valleys, etc. (i.e. fire setbacks)
  - Plans shall be drawn to an appropriate scale (i.e. 1/4" = 1'-0")
  - 11 x 17 is an acceptable sheet size
- Three (3) copies of an **electric diagram** (show meter, panel(s), service size, inverter, transfer switch, disconnect, equipment grounding, wire, conduit, breaker sizes, and equipment size/ratings)
- Three (3) copies of **electrical load calculation**
- Three (3) copies of **electrical panel schedule**
- Three (3) copies of **manufacturer's specifications** for the equipment
- Three (3) copies of **manufacturer's installation instructions** for the equipment
- Three (3) copies of **plat of survey** (If it is a ground mounted system. Show location of equipment with dimensions to property lines and house.)

### Permit Issuance:

- Contractors List** on Permit Application.
- License Permit Bond** for each of the contractors: It must be a \$10,000 License Permit Bond signed by a representative of the contractor's business.
- Contractor Registration** with Village for each of the contractors: \$75 for annual registration.
- Owner's Work Waiver** (if applicable): For any work done by owner and not a contractor. Must be signed by owner and notarized.

### Note:

- Additional items, or more detailed information, may be required for a complete code compliance review based on the unique aspects of a specific project.