



COMMUNITY DEVELOPMENT DEPARTMENT

110 E. Sycamore St., 4th Floor

Sycamore, IL 60178

(815) 895-7188

www.dekalbcounty.org

SOLAR PV BUILDING PERMIT APPLICATION

Zoning Ordinance Article 5.12 Sustainable Energy Systems

Note: If improvements are made by someone other than the homeowner, or if the structure is commercial, industrial, or multi-family structure, a licensed/registered plumber, roofing contractor and electrician are required to do the work. Application fees are due at time of application.

OFFICE USE ONLY

Permit No. _____

Fee _____

Receipt No. _____

Zoning District _____

Date of Application _____

Site Development Permit (Y / N)

Received by _____

Application is hereby made for a permit involving premises described below:

Date _____

Applicant _____

Applicant's Address _____ City _____ Zip _____

Applicant's Telephone Number _____

Applicant's Email Address _____

Applicant's Interest in Property: Owner _____ Contractor _____ Other _____

Owner of Record _____ Telephone: _____

Address of Proposed Project _____ City _____

Parcel Number _____

General Description of Solar PV Array _____

System Size (kWDC) _____

Estimated Value of Improvement (Rounded to nearest \$100) _____

Solar Energy System Fee Structure (Sec. 14-7. Solar Energy Systems, DeKalb County Code)

All Solar Energy Systems (SES) will be required to have a DeKalb County Building Permit before any work can be started. A written plan and a plat/drawing for the proposed Solar Energy System shall be provided with the Building Permit Application. The plat/drawing must show the location of the system on the building or on the property, (for a ground-mount system show arrangement of panels), with all property lines and set back footages indicated. Fees for processing the applications for building permits shall be submitted to and collected by the DeKalb County Community Development Department as follows (see chart):

System Size kWDC	Fee
0-10 kilowatts (kW)	\$150
11-50 kilowatts (kW)	\$300
51-100 kilowatts (kW)	\$600
101-500 kilowatts (kW)	\$1,200
501-1,000 kilowatts (kW)	\$2,750
1,001 – 2,000 kilowatts (kW)	\$6,000
Over 2,000 kilowatts (kW)	\$6,000 + \$200 for each additional 0-100 kW

NOTICE:

- **Any Solar Energy System that construction has started before a Building Permit has been applied, paid for and issued will be charged DOUBLE the permit fee.**
- **All Solar Energy Systems are required to pass ALL permitting and inspections prior to commissioning approval.**

FEE AMOUNT (Rounded to nearest dollar) \$ _____ Application fees are due at time of application.

Solar PV Mounting Information

Mounting Type (roof, pole, ground, other-specify) _____

Mounting System Manufacturer _____

Product Name and Model # _____

Building Information

Building Type (e.g. roof, ground, house, shed, barn, slab) _____

Is the building permitted? Yes No NA

If no, reason _____

Electrical Description

Size (amps) and type (phase, voltage) of electrical service _____

Amperage of main breaker _____ Will the value of main breaker change? Yes No Change to: _____

Rated amperage of the bus bar in the main panel _____

Type of interconnection (e.g. breaker-load side, supply-side interconnect) _____

Electrical panel location _____

If load side interconnect, will solar intertie into a subpanel? Yes No

If yes, rated amperage of the subpanel bus bar? _____ Value of breaker protecting subpanel bus bar? _____

Provide complete contact information for all contractors:

GENERAL CONTRACTOR

Name _____

Address _____

Phone _____

Email _____

Lead Cert # _____

ARCHITECT / ENGINEER

Name _____

Address _____

Phone _____

Email _____

ELECTRICAL CONTRACTOR

Name _____

Address _____

Phone _____

Email _____

Include copy of Certificate of Registration

SOLAR PV CHECKLIST:

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process. If you have questions please contact us using the information provided at the bottom of this sheet.

The following information will be required:

- A complete Solar PV Building Permit Application
- The installing contractor name, license type, and number (please provide a photocopy of license)
- An application fee (required with all applications and also serves as the price of the permit)

For the most applicable type of PV system, include:

- **A permit application with:**
 - The location of the proposed installation

- Residential: Provide two (2) complete sets of plans for permit review, 11 x 17 minimum size. PV system documents are required to be sealed by an IL registered Professional Engineer.
- Commercial & Industrial: Provide three (3) complete sets of plans for permit review, 24 x 36 minimum size. PV system documents are required to be sealed by an IL registered Professional Engineer.
- Information about the strength of the structure to which the installation will be attached
- Any strengthening of roofs that must take place to ensure structural safety (if applicable)
- Information about the mounting system that will be used to construct the array
- Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions, and EXISTED SHADING ELEMENTS the distance from property lines to adjacent buildings/structures (existing and proposed)
- Any zoning related information that may impact the installation. A copy of the approved Site Verification Form issued by the DeKalb County Health Department (815-758-6673) for ground-mount system only
- Provide a copy of the required ComEd Interconnection Agreement application
- **A to-scale site plan showing:**
 - Equipment locations
 - Types of panels and inverters
 - Types and sizes of conduits and conductors
 - Lengths of runs
 - A grounding diagram showing electrodes and grounding electrode conductors
- **A wiring diagram showing:**
 - All circuitry
 - Equipment
 - Fusing
 - Points of connection
 - Disconnects
 - Array wiring
 - Equipment grounding
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted
- Cut sheets for the PV modules
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.

➤ **Identify:**

- Battery fusing and fuse holders

- Amp hour of battery bank
- Charge capacity of charge system
- Details for battery storage and venting
- Identify wire types and connectors of all cables
- Structural evaluation for roof-mounted PV systems must be completed by an Illinois registered professional architect or structural engineer with stamped drawings and review letter.
- Show all PV labeling, warning signs and their locations

Ensure that all required materials have been completed and compiled, submit in person with payment to:

DEKALB COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
 110 E. Sycamore St., 4th Floor
 Sycamore, IL 60178
 (815) 895-7188
 Office hours: 8:30 a.m. – 4:30 p.m., Monday - Friday

The authorized applicant / property owner’s signature below attests:

1. All information contained in the application and on any accompanying documents is true and correct.
2. Proposed construction will not take place on any granted easement, public or private, nor violate and covenant or restriction applicable to the subject property.
3. Applicant / Owner and any contractors will conform to the regulations set forth in the DeKalb County Zoning and Building Ordinances.
4. All work performed under said permit will be in accordance with the plans and plat diagram which accompany this application, except for changes as may be authorized by the Building Officer.
5. Applicant / Owner is aware that inspections will be required and that all necessary inspections will be conducted in accordance with the “Required Inspections” procedure sheet.
6. The permit will become null and void if work or construction authorized is not commenced within 180 days.
7. The permit will become null and void if no inspections are scheduled or conducted at least every 180 days.
8. Work will not commence until after the permit has been picked up and signed for at the DeKalb County Community Development office. Per the DeKalb County Code, permit fees will be DOUBLED if work is started without first obtaining permit.
9. DeKalb County reserves the right to engage professional assistance other than county staff in order to thoroughly and expeditiously review and inspect any project in accordance with applicable regulations. The applicant shall reimburse the county for costs associated with such professional review and inspection services per Section 14-3 (5) of the county code.

Signature of Owner or Applicant

___ / ___ / ____
Date