



SOLAR PANEL INSTALLATION REQUIREMENTS

RESIDENTIAL AND COMMERCIAL

Submittal Process and Checklist

APPLICATIONS AND FORMS REQUIRED:

A Building Permit and an Electrical Permit will be required. Both forms are available on our website at: www.vofp.com and at the Village.

CONTRACTOR LICENSE:

Contractors must be registered, licensed and bonded with the Village. Contractor license applications are available on our website at: www.vofp.com and at the Village.

REVIEW TIME FRAMES:

Please allow ten (10) working days for the plan review. Each revision or re-submittal can take an additional ten (10) working days. There will be a Fire, Building and Electrical review required.

PROCESSING NOTIFICATIONS:

When reviews are completed, if approved, you will receive a pick-up notification. If a correction or revision is required, you will receive plan review comments. When submitting revisions/corrections, please provide detailed written responses of the changes.

FEES:

Fees are based on the job valuation. When the permits are ready for pick-up, staff will let you know the fees to be paid.

INSPECTIONS:

24-hour notice for inspections is required. Please call 847-671-8245 to schedule your inspection. The permit number and project address will be required when scheduling.

Materials to be Submitted:

- Plans – Four (4) sets of fully dimensioned, scaled drawings (sealed by an Architect or Engineer required).
- Plat of Survey
- Contractor’s Proposal explaining the scope of work to be performed.
- Project specific materials:
 - **For Roof Top Installations:**
 1. Marked up Plat of Survey, or Site Plan, showing the proposed location and size.
 2. Scaled construction drawings providing details of the Solar Panel Installation and wiring diagrams.
 3. Structural Calculations to demonstrate that the roof can support the equipment.
 - **For Ground Installations:**
 1. Marked up Plat of Survey, or Site Plan, showing the proposed location and size, distance to two intersecting lot lines.
 2. Scaled construction drawings providing details of the Solar Panel Installation and wiring diagrams.
 3. Topography and grading plan.

We adhere to the adopted codes as follows:

- **2015 International Building Code**
- **2015 International Residential Code**
- **2015 International Fire Code**
- **2014 National Electrical Code**

Please contact our office with any questions or concerns regarding your project at 847-671-8245.