

Application Fee:
 Residential \$100.00
 Commercial \$200.00
Date Paid: _____



Permit No.: _____
Issue Date: _____
Final Inspection: _____
JULIE Call #811: _____

SOLAR PANEL PERMIT APPLICATION

This is a one-time only permit and expires six (6) months from the date of issuance

ALL FEES ARE NON-REFUNDABLE

PROJECT TYPE: RESIDENTIAL NON-RESIDENTIAL

LOCATION

Address: _____

Tax Identification: _____ Present zoning of Property: _____
00-00-000-000

Own Rent *If Applicant rents the location, the Owner must authorize this application.*

APPLICANT'S INFORMATION

Full Name(s): _____

Address: _____

Phone No.: _____ Email: _____

OWNER'S INFORMATION (If different from above)

Full Name(s): _____

Address: _____

Phone No.: _____ Email: _____

CONTRACTOR & ENGINEER INFORMATION

Contractor's Full Name: _____

Address: _____

Phone No.: _____ Email: _____

Engineer's Full Name: _____

Address: _____

Phone No.: _____ Email: _____

PROJECT INFORMATION

Estimated starting date: _____ Estimated Cost: _____

Structure Type: Roof Mounted ___ Ground Mounted ___ Height at Max Tilt _____ Ft.

SOLAR EQUIPMENT INFORMATION

<p>System Type: <i>(check all that apply)</i></p> <p><input type="checkbox"/> Fixed System</p> <p><input type="checkbox"/> Tracking system <input type="checkbox"/> Dual <input type="checkbox"/> Single axis</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Includes battery bank</p>	<p>System Size: <i>(provide all criteria)</i></p> <p># of panels: _____</p> <p>Total panel area: _____</p> <p>kW per panel: _____</p> <p>Total kW (output): _____</p>
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STANDARDS FOR GROUND MOUNTED EQUIPMENT ONLY *(circle answer as applicable)*

<p>Setbacks: <i>(at minimum tilt)</i></p> <p>Front: _____</p> <p>Side: _____</p> <p>Rear: _____</p>	<p>Fence Provided: Yes or NA</p> <p>Lock boxes: Yes or NA</p> <p>Warning signs: Yes or NA</p> <p>Height: _____</p>	<p>Decommissioning Plan:</p> <p>Provided: Yes or NA</p> <p>Security type: Yes or NA</p> <p>Amount: _____</p>
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Horizontal distance to nearest principal residential dwelling not on same parcel? _____ feet

Please provide all information as requested by the Permit & Inspection Guide.

I/We, the undersigned, hereby attest that the information provided is correct, and request that the City of West Peoria grant a permit as provided by the Zoning Ordinance for the City of West Peoria, Illinois, as amended to date.

APPLICANT: _____

Signature Date

Print name: _____

OWNER: _____

Signature Date

Print name: _____

Please notify West Peoria City Hall for the final inspection

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Received by: _____ Date: _____

Fee Collected: \$ _____ Cash: _____ Check: _____ Credit: _____ PERMIT APPROVED: Yes No

City Administrator Signature Code Officer Signature

Comments: _____

Copy: _____ WP Fire Department with plans - West Peoria Fire Protection District MUST approve all plans.



RESIDENTIAL SOLAR PANEL PERMIT & INSPECTION GUIDE

PERMIT REQUIREMENTS

A Solar Permit is required for the installation. Requirements apply to all types of solar energy equipment. Properties located in the Floodplain will be subject to additional requirements. Please submit the following information and drawings:

DRAWING SUBMITTAL REQUIREMENTS

When equipment is to be installed on an existing structure, include a letter from a structural engineer or architect indicating that the existing structure is sufficient to support the new loads associated with the additional weight and wind resistance (minimum 90 mph wind speed design).

Structural plans designed and sealed by an Illinois Professional Engineer or Illinois Licensed Architect for securing the panels to the existing structure, or to a new foundation or structure.

Electrical solar panel work shall comply with NEC Article 690, and the panels shall comply with UL Standard 1703.

Provide installation instructions and specifications on equipment and framing structures.

At a minimum, the following shall be indicated on the plans (including a site or roof plan) to be confirmed during the inspection:

- Panel Layout and maximum height
- Mounted Structure & Anchors
- Roof Penetrations
- Grounding Points
- Conductor Size & Type
- Conductor Insulation Type
- Over Current Protection
- Charge Controllers
- Disconnect Size & Type
- Inverter Size & Type
- Battery(ies) Size & Type
- One-Line Diagram including earth grounding

Please do not submit payment until plans have been approved. The contact person listed on the application will be notified when the permit is ready to be paid for and picked up.



NONRESIDENTIAL SOLAR ENERGY EQUIPMENT
PERMIT CHECKLIST

TYPES OF SOLAR ENERGY EQUIPMENT USES:

- Roof-mounted
- Ground-mounted – Private Solar (see UDO section 20-11 for definition)
- Ground-mounted - Solar Energy Generation Facility (see UDO section 20-11 for definition & section 20-7.17 for development standards)

PERMIT REQUIREMENT:

A Solar permit is required for all types of installations. Fences require a separate permit. Properties located in the Floodplain will be subject to additional requirements.

BUILDING PERMIT SUBMITTAL REQUIREMENTS:

ALL Nonresidential Solar –

- Completed Solar Energy Equipment permit application
- Zoning Verification form
- One copy of installation instructions and specifications for all equipment
- Two copies of a site plan showing the location of solar energy equipment in relationship to property lines, roads, structures, and fences. For tracking type, the measurements are to be from the most horizontal angle.
- Three sets of structural, electrical, and installation design plans sealed by the State of Illinois licensed design professional and based on the currently adopted Peoria County codes and the requirements of the utility company. Plans should include, but are not limited to:
 - Required labeling of equipment
 - Cross-section view showing support structures, footings (ground-mounted), maximum height at a most vertical angle
 - One-line diagram and a plan view showing the location of equipment, grounding, conductor size and type, raceway size and type, overcurrent protection, etc.
 - Roof top structural evaluation and required modifications
 - Maximum system output
- Fire Department approval
- Complete list of subcontractors
- New fences or other structures require separate permits

Plus for ALL ground-mounted types –

- As applicable, Erosion and Stormwater Control permit
- As applicable, separate Fence Permit

Plus for Solar Energy Generation Facilities –

- Decommissioning Plan and financial security
 - Must be renewed every 4 years (from the date the building permit is issued)
- Plans showing "High Voltage" sign - dimensions, message
- Plans showing emergency contact sign - dimensions, message

Include in Site Plan

- Distance of equipment to nearest principal dwelling not on the same parcel
- Perimeter fence and location of lock boxes
- Location of warning signs: high voltage signs and emergency contact sign(s)

After construction is completed, before COO: Provide Installation Certification from the State of Illinois licensed design professional and any third-party inspection or testing certificates