



SOLAR PHOTOVOLTAIC AND THERMAL SYSTEM PERMIT REQUIREMENTS FOR RESIDENTIAL INSTALLATIONS

Please address the following requirements with respect to your permit application. The Department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 25MB or less are encouraged to email their submittals to: intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format).

Complete the [Full Permit Application](#) in its entirety. Provide all the necessary contact information, estimated cost of work, company name of the contractors on the job and check the applicable water / sewer or well / septic boxes

Site and Roof Plan Locations (For All Installations)

Ground Installations:

- Submit a plat of survey signed and sealed by an Illinois licensed surveyor that is not more than five (5) years old of the subject property.
- Identify on the survey or separate site plan the location of the solar array for ground installations.
- Include setback dimensions to lot lines.
- A photovoltaic contractor shall demonstrate by letter or diagram that the ground installation will not produce reflecting glare or concentrated light onto buildings of neighboring properties.
- The maximum height above grade of any ground installation is 15'.
- A 10' setback from the house is required and the array must not block any entrances or egress areas of any building.
- Arrays shall also be located away from the septic tank and septic field and any public utility easements, all of which shall be identified on the site plan.

Roof or wall installations:

- Identify on the survey the building where the installation will be located.
- Separately, provide a roof plan drawing.
- Dimension extents of the array and the distance from eaves, ridges and valleys.
- For firefighter access, a 36" wide access-way shall be provided from the eave to ridges on all roof planes.
- No portion of the installation may be installed within 18" of the ridge for firefighter ventilation operations.

Photovoltaic and Thermal Equipment Drawings and Documentation

- Rooftop installations require a state of Illinois licensed architect or structural engineer's report and calculations determining the rooftop adequacy of supporting increased wind and equipment loads.
- Ground installations require drawings showing footings and pole or frame mounts for the equipment and shall be directly from the manufacturer or provided by a state of Illinois licensed architect or structural engineer.
- Submit cut sheets of electrical equipment (photovoltaic modules, inverters, etc.). Indicate model numbers. All electrical equipment must be listed and labeled by a Nationally Recognized Testing Laboratory (NTRL).
- For PV systems, provide a complete electrical single-line diagram indicating:

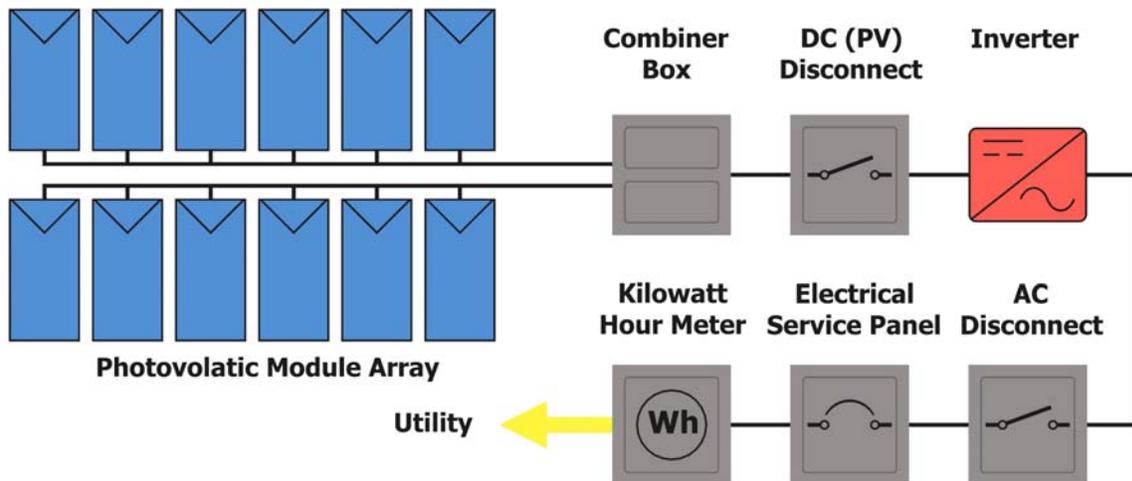
| | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Panel Modules | <input type="checkbox"/> Inverters | <input type="checkbox"/> Electric Panels | <input type="checkbox"/> Mounting System | <input type="checkbox"/> Batteries (if applicable) |
| <input type="checkbox"/> Meter Panels | <input type="checkbox"/> Junction Boxes | <input type="checkbox"/> Combiner Boxes | <input type="checkbox"/> Grounding | <input type="checkbox"/> Wiring Methods |
| <input type="checkbox"/> Disconnects | <input type="checkbox"/> Circuit Breakers | <input type="checkbox"/> Fuses | <input type="checkbox"/> Conduits (Size & type) | <input type="checkbox"/> Conductors (number, size & insulation type) |

- For thermal systems, provide a riser diagram indicating:

| | | | | |
|--|--|-------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Panel Modules | <input type="checkbox"/> Riser Diagram | <input type="checkbox"/> Pipe Sizes | <input type="checkbox"/> Valves | <input type="checkbox"/> Backflow Protection |
|--|--|-------------------------------------|---------------------------------|--|

RESIDENTIAL SOLAR PERMIT REQUIREMENTS (CONTINUED)

SAMPLE ELECTRICAL DIAGRAM



Letter of Intent

All photovoltaic installations shall be performed by a REGISTERED COOK COUNTY ELECTRICAL CONTRACTOR. All thermal installations shall be performed by a REGISTERED COOK COUNTY PLUMBING CONTRACTOR.

For photovoltaic installations, the registered electrical contractor shall submit a letter of intent with detailed scope of work signed by the supervising electrician. For solar thermal installations: submit letter of intent from a registered plumbing contractor with a detailed description of the proposed work. For more information on contractor registration please visit our website for [Cook County Contractor Registration Instructions](#)

Fees

The average minimum permit fee for any installation is \$465.00. A \$100 deposit will be required shortly after applying online. Permit fees increase from the minimum value depending on the complexity of the project.

Other links

[Permit Application Form and Permit Process Instructions](#)
[Cook County Zoning Ordinance](#)
[Solar America Board for Codes and Standards](#)
[Cook Viewer Map Service](#)

