



Model Solar Permitting Checklist

For Consumers

By design, a permitting checklist is meant to guide the installer and/or consumer through the permitting process. In particular, solar permitting checklists contain the information a jurisdiction requires in order to permit a solar installation. Though each checklist is different based on the local context of each jurisdiction, the checklist below is meant to provide a point of reference for jurisdictions looking to creating their own.

In this checklist, each step is taken from existing jurisdictions across the Northern Illinois Region, signified by an asterisk *. Each asterisk is colored to the particular jurisdiction the step originated from (refer to Checklist Legend).

Checklist Legend:

Blue: [City of Rockford](#)

Green: [City of Freeport](#)

Red: [DeKalb County](#)

Gold: [City of Dekalb](#)

Orange: [McHenry County](#)

*: Indicates Use of City/County (By Color)

Application:

- Name and address of applicant. ***
- Date ***
- Name(s) and address(es) of owner(s) of proposed site **
- The installing contractor name, license type, and number **
- Size (amps) and type (phase, voltage) of electrical service **
- Copy of interconnection agreement with the appropriate regional transmission organization (ex: ComEd). ****

Structural Criteria

- Site Plan (location of panels, equipment location, planned PV arrays, roof access points, adjacent buildings/structures) *****



- Structural evaluation of roof-mounted PV systems must be completed by an Illinois registered professional architect or structural engineer with stamped drawings and review letter. ***
- Roof Load (wind load, snow load, etc.) of existing roof and after installation. ****
- Site information and layout (Positioning of solar panels on roof) **

Electrical Criteria

- An electrical one-line diagram showing complete system set-up from modules to main service panel. ***
- Location and legend of electrical equipment (amps, interconnection, subpanel, breakers, inverter, etc.) ***
- A list of all PV labeling, warning signs, and their locations **

Requirements for Permit Approval:

- All permit applications and plan reviews must be approved ***
- All contractors (including subcontractors) must be registered with the Insert City/County Name ***
- All permit review fees must be paid ***

Applicants are Familiar with the following Building Zoning Codes and Ordinances:

- Insert Year International Building Code *
- Insert Year International Residential Code **
- Insert Year International Fire Code **
- Relevant Solar Ordinances **