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Small Solar Installations - Residential Checklist

Community Development Department

To expedite reviews, please submit the following information.

<input type="checkbox"/> BUILDING AND ELECTRIC PERMIT APPLICATIONS
<input type="checkbox"/> HOMEOWNERS' ASSOCIATION APPROVAL. (Applicable if property is located in a subdivision that is governed by a Homeowners' Association.)
<input type="checkbox"/> 3 COPIES OF THE CURRENT STAMPED PLAT OF SURVEY. (Zoning setbacks should be reflected on the plat or on a separate site plan depicting the zoning setbacks in relation to the area of work.)
<input type="checkbox"/> 2 COPIES OF DETAILED WORKING DRAWINGS. Plans shall be drawn at 1/4" scale, sections at 1/2" scale. Plans shall be stamped by a State of Illinois Registered Architect <i>if</i> structural changes are proposed. The plans or accompanying documents shall provide the following information: <ul style="list-style-type: none">• Manufacturer's Specification Sheets for all components of proposed installation.• Roof Plan for all roof mounted panels.• Description of existing roof: material, age, basic structural information.• Electrical Plan
<input type="checkbox"/> PLAN REVIEW FEE. See current Fee Schedule.

Additional Information:

- Small Solar Installations are eligible for review under the City's expedited process. Permits are normally issued within three (3) to five (5) days after submittal of a complete and accurate application.
- Plans and permit applications can be submitted digitally. Any applicable fees can also be paid on line. Contact Community Development Department staff at the numbers at the top of this checklist for assistance.
- A list of required inspections will accompany the permit. Inspections can be scheduled on line.
- Pre-application conferences are available on a walk-in basis at 800 Field Drive.
- Links to building permits & fee schedule:
<https://www.cityoflakeforest.com/city-government/departments/community-development/building-permits/>
<http://www.cityoflakeforest.com/assets/1/28/2018 - Last Updated 08222018.pdf>