

The residential/commercial solar permits process has been streamlined to combine the building permit and electrical permit into one permit. You are no longer required to apply for electrical permits as a child or service upgrade. If a service upgrade is required, fill-in those fields on the Solar Detail Page. Fees for the electrical child permit and service upgrade permit are incorporated into the cost of the solar permit.

My DashboardRequest InspectionOne-time PaymentLookup RecordSubmit a PermitSubmit a Planning PermitSubmit Service Request

Civics Admin, Tuesday, July 8, 25

New Solar Permitting Application Process **important**

General

The solar app process has changed. See [Solar Instructions](#) for more info.

Plumbing

Includes: Underground, Sewer, fire sprinkler and water heater

Right Of Way

Includes: Banner, Bench, Driveway & Sidewalk& CurbCut, dropx, Encroachment, Planter, RightOfWay, Small Cell and Underground Boring

Single Family

Includes: Change of use, Deck, Demo, Foundation, Home Occupation, Pool, Roof and Solar

Sign Permits

Includes: Sign, SignFound and TempSign

Solar Permits

Solar Permits for residential and commercial

[Solar Residential and Commercial Permits](#)

Solar permits are now located in this section. Click the link to continue.

Title ⓘ

Work Type * ⓘ

Solar - Residential

Occupancy Type * ⓘ

R-3_1-2 fam Residential and townhouses

Declared Valuation * ⓘ

10000

Square Footage * ⓘ

1000

Description * ⓘ

Test Res Solar

1986 characters left

This field indicates your responsibility for this request:

Applicant Type *

Licensed Contact

Complete all required fields to continue.

Additional Applicants ⓘ

Add Applicant

There are no additional applicants to display here.

Click on Location/Site button to identify the location of the issue. ⓘ

Location/Site

Address must be filled in to continue. Click the Location/Site button.

Back

Save & Continue

Location/Site

Map ☐

Address

Number ⓘ

425

Dir ⓘ

Select

Street Name (example: Enter State NOT E.State St) ⓘ

state

Suffix ⓘ

Select

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search

Please select the correct address and click 'Add Location'

☒

425 E STATE ST ROCKFORD IL 61104

Cancel

Add Location

A pop-up will appear. Fill-in the numbers and the name, then click search.
The address should appear below, click the circle and then the Add Location button.

Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Solar Detail Page

Solar Detail Page

Mounting types

Solar Mount *

Roof

of KWatt / AC hours *

5

Electric service

If upgrade required then make selections

Electrical service upgrade required? *

Yes

Amp size of upgrade

Amp_200

Enter amp if you chose 'other': ⓘ

☒ I have attached the Letter of Intent and reviewed the Solar Checklist ⓘ

Complete all required fields on the Solar Detail Page. Solar permits no longer require a separate electrical permit for the work connected to the solar panels, or a separate electrical permit if a service upgrade is required. Those are included in the solar permit application.

Solar Permit Applicant Details

Additional Applicants

+ Add Row

First Name ⓘ

Last Name ⓘ

Mobile Phone *

Alternate Phone *

Email ⓘ

Company Name

ApplicantType *

ContactType *

License Applicant

+ Add Row

First Name ⓘ

Last Name ⓘ

LicenseType *

License # ⓘ

Mobile Phone ⓘ

Email ⓘ

Company Name ⓘ

Contact Type *

Note - If New License, Please attach a current active license certificate or permit issue could be delayed.

Back

Save & Continue

If you have additional applicant details to enter, click Add Row and enter the required fields.

✓ Choose a Record

✓ Record Information

✓ Additional Information

Attachments

Review

Confirmation

Attachments ⓘ

0 ^

You must add the following files to your submission.

ⓘ Pending

Please add at least one attachment

Add

Back

Save & Continue

Add the letter of intent to the attachments by clicking the Add button.

Submit a New Record

✓ Saved

✓ Choose a Record

✓ Record Information

✓ Additional Information

✓ Attachments

Review




Confirmation

Review Information: Below is a summary of the information you would like to provide the City. Please confirm the accuracy and click submit at the bottom of the page. If you need to make any changes, click the edit button.

Back

Submit

Review all information entered to confirm it is correct, and then click the Submit button at the bottom of the page to submit the application.

All Unresolved Inspections			3 ^
Description	Request Date	Scheduled Date	
Solar Final  ID 175928			Request Inspection
Solar Service Upgrade  ID 175929			Request Inspection
Solar Rough  ID 175930			Request Inspection

When scheduling inspections, you will have three options: Rough, Final, and Service Upgrade.

Residential Solar - Typically only requires a final inspection to be scheduled. If you believe a rough inspection is required, you can schedule one at your discretion. If a service upgrade was performed, that must also be scheduled.

Commercial Solar - Requires a rough and final inspection. If a service upgrade was performed, that must also be scheduled.