

Solar Permitting Check List

Criteria for Permit Review

Structural

- *Description of roof components – Pitch of roof, Type of truss system, Size of framing members, if not manufactured.*
- *Load criteria – Wind load, Snow load, Live load, Dead load – of existing roof and after installation of solar panels.*
- *Solar panel hardware and anchorage components from manufacturer.*
- *Site information and layout – Positioning of solar panels on roof.*

Electrical

- *Electrical diagram with Interconnection notes, Disconnect notes, Grounding & General notes.*
- *Location and legend of electrical equipment.*

Documentations Needed for Permit Review

Completed Permit Applications for both Residential and Commercial

Require:

- Building Application (to be completed by the General Contractor)
- Electrical Application (to be completed by a licensed City of Rockford electrical contractor)

Residential

- Electrical diagram of circuitry
- Structural worksheet with load calculations for installation of system
- Plat view of job site

Commercial

- Three copies of signed and sealed drawings by an IL design professional unless electronically submitted.
- Proceed through plan review process for electrical and structural
 - Plan review for structure and electrical
 - Various trades
 - Zoning compliance
- **“Small Systems”** of adding to existing will only need one copy of stamped drawings and can proceed through the “counter permit” process

Action Steps in Applying for Solar Installation

- Complete building and electrical permit applications (including enclosure of necessary fees, see calculation formula page 2).
- Submit accompanying documentation
- Photos or any other supporting information that roof will be able to support the load of solar system
- Contractor/Installer requirements
- All submissions for residential and commercial solar installations can be submitted online ([link](#)).
- The City of Rockford processes all residential rooftop solar PV permits in three business days or less once all required information is submitted.”**Permit Fees for Solar Installation**

○ **Residential**

- Permit costs of residential solar installations are calculated from the valuation of the project and based on cost-recovery.

- **Calculation:**

0.55% x the value of the project (building permit cost)
 + \$50 Processing fee (permit cost)
 + \$50 Electrical Permit fee (permit cost)
 x 10% of (permit cost) for technology fee
 = **Total cost of permit for residential solar installation**

○ **Commercial**

- Permit costs of Commercial Solar Installations are calculated from the valuation of the project and based on cost-recovery.

- **Calculation:**

Plan Review Fees

\$.04 x square footage (Building Plan Review)
 x 10% of Building Plan Review for technology fee

\$0.01 x square footage (Electrical Plan Review)
 x 10% of Building Plan Review for technology fee

*add the total Building Plan Review to the Electrical Plan Review total
 = **Total cost of Building and Electrical Plan Review**

- **Calculation:**

Permit Fees

1.1% x the value of the project (building permit cost)
 + \$50 processing fee (permit cost)
 + \$50 Electrical Permit fee (permit cost)
 x 10% of (permit cost) for technology fee
 + \$68.20 Zoning Review fee
 = **Total cost of permit for commercial solar installation**

□ **Inspection Information**

- **Residential:** Two Inspections are required for solar installation on residential properties
 - Final Structural Inspection
 - Final Electrical Inspection

- **Commercial:** Four inspections are required for solar installations on commercial properties
 - Rough-In Structural Inspection
 - Rough-In Electrical Inspection
 - Final Structural Inspection
 - Final Electrical Inspection