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 **