

Permit # _____



SOLAR

Building & Code Enforcement Division
164 E. Lincoln Hwy. – DeKalb, IL 60115
Phone: (815) 748-2070
Building@CityofDeKalb.com

Call JULIE 800-892-0123 (24 hours a day, 365 days a year)

SOLAR PERMIT APPLICATION

PROJECT ADDRESS:

PROJECT VALUATION:
\$

Type: ☐ Roof Mounted ☐ Ground Mounted

Is Roof Remediation Required? ☐ Yes ☐ No

Will the current electric service or existing panel be upgraded?
If yes, a separate electric service permit must be submitted. ☐ Yes ☐ No

Is Solar System: ☐ Leased ☐ Owned

Will an energy storage system be utilized? ☐ Yes ☐ No

✓ **\$300.00 Permit fee to be paid at permit submittal**

✓ **See reverse side for additional permit requirements.**

Applicant to mark correct box below:

PROPERTY OWNER INFORMATION

Applicant ☐

Name: _____

Address: _____

Phone: _____ E-Mail: _____

SOLAR GENERAL CONTRACTOR INFORMATION

Applicant ☐

Name: _____

Address: _____

Phone: _____ E-Mail: _____

ELECTRICAL CONTRACTOR INFORMATION (IF APPLICABLE)

Applicant ☐

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature of Applicant: 

Date: _____

Requirements for Solar Application:

Provide documentation based on City of DeKalb's current building codes. Permit application reviews will not begin until ALL documentation has been submitted. Visit the City website: www.CityofDeKalb.com

1. Copy of ComEd's Interconnection Agreement.
2. Provide detailed engineer stamped drawings of proposed installation. This should include a qualified engineer (SE) stamp as it related to structural and a qualified engineer (PE or EE) stamp as it relates to electrical.
3. Confirmation of roof loads and remediation plan from Structural Engineer, if required.
4. Specs/Product Data of equipment to be installed.
5. Site Plan for ground mounted installations.
6. Certificate of qualified installer as required by the State of Illinois.
7. Registered contractors with the City of DeKalb.
8. Completed solar permit application form.
9. Provide pictures of main panel and utility meter showing surrounding area.
10. Provide a signed letter from a state licensed roofer verifying the existing roof materials (sheathing, asphalt shingles, shakes, etc) are in adequate condition to allow for the proposed solar panel installation without detriment to the existing materials.
11. Provide a copy of the attached "Homeowner Acknowledgment" with homeowners signature.
12. If an Energy Storage System will be utilized, pictures of the proposed location must be submitted that includes the surrounding area with clearance measurements and distance from openings.
13. If an Energy Storage System will be utilized, submit a placard design provided with clear notification that an Energy Storage System is being utilized and the location of the Energy Storage System for first responders.

Requirements for Solar Removal/Reinstall

All solar projects 5 years and older will be treated as a new project if removal/re-installation is required.

Solar Projects Less than 5 years old submittal requirements:

1. Application
2. Layout of panels - original and proposed
3. Must meet all current electrical and labeling requirements
4. Pre-inspection and final inspection required.
5. If solar panels are removed due to a roof replacement, the solar permit will not be issued if all requirements for the roof replacement are not met or completed, including inspections.

Inspection #1: Prior to ANY Solar System part being installed and with all components on site, an inspection must be scheduled with the City Building Inspector to confirm components are as approved and to verify roof remediation is completed (if necessary).

Inspection #2 A final inspection must be scheduled, and work approved prior to utility hookup.

****All Solar Projects may be subject to additional inspections**



164 East Lincoln Highway
DeKalb, Illinois 60115
815.748.2000 • cityofdekalb.com

Homeowner Acknowledgement

I, _____, owner of the property located at _____
have discussed the condition of my roof and its compatibility with the installation of solar
panels with my Solar Installation Contractor. I have also discussed and understand the
contractual obligations regarding the removal and re-installation of solar panels as
required during a roof replacement or repair.

Printed Name: _____

Signature: _____

Date: _____