



GUIDELINES FOR SOLAR PERMITTING

BACKGROUND:

The following guidelines are used in connection with a building permit application for performing a solar energy project (e.g., Photo-Voltaic (PV) panels commonly mounted on a roof top). For large projects such as second story additions or tear-downs that include PV panel installations as part of the overall scope of work, the permit application would be processed at one time.

GUIDANCE:

For solar energy projects, the process of building permit application intake and review is managed in the same manner as other building projects. The workflow or process is depicted visually at:

<http://brookfieldil.gov/departments/community-and-economic-development/building-permits-zoning/>

A. Information/documents needed for permit review

1. Completed permit application – The Village utilizes a unified building permit form for all building projects, available at <http://brookfieldil.gov>.
2. Plat of survey (not required for smaller stand-alone projects; pertains to large projects such as second story additions and tear downs)
3. Site plans showing the location of components
4. Electrical diagram showing certain elements. All solar PV systems must be installed in accordance with the 2023 National Electrical Code, 2021 International Building Code, and 2021 International Residential Code.
5. Specification sheets and installation manuals for all major components, such as:
 - a. PV modules, inverters, combiner box, disconnect and mounting system
6. Structural worksheet explaining necessary calculations for installation of system

B. Criteria/specifications for permit review

1. Listing of structural criteria that the solar system needs to meet
 - a. For example: Array mounting specifications, distributed weight of arrays, etc.
2. Listing of electrical criteria that the solar system needs to meet, including:
 - a. Inverter capacity
 - b. Location of AC interconnection points
 - c. Composition of PV array

C. Actions steps for applying for a permit

1. Applicant obtains building permit application
2. Applicant submits accompanying documentation (e.g., site plans, etc.)
 - a. Photos or other supporting information that roof will be able to support load of solar system
 - b. Contractor/Installer requirements (E.g., electricians license, contractors license, etc.)
3. Village performs plan review
 - a. Initial review to verify complete submittal
 - b. Payment of building permit fee (\$100 flat rate as of 6.1.2023 plus any 3rd party review fee)
 - c. Village performs detailed review to verify submittal conforms to Village building codes (see A.4. above)
4. Village approves plan and applicant commences construction
5. Village undertakes inspections in the field

Building permit applications are processed by the Department of Community & Economic Development. For general permitting questions including scheduling, please contact Megan Shilney, Permit Services Coordinator at mshilney@brookfieldil.gov or 708-485-1406. For specific PV permitting questions including inspections and application of aforementioned building codes, please contact Paul Trudeau at 708-485-1411 or Roger Nothnagle at 708-485-7344 extension 3.