



Village of

# MAYWOOD

40 MADISON STREET • MAYWOOD, ILLINOIS 60153 • (708) 450-4405  
COMMUNITY DEVELOPMENT

## Residential Solar Panels

### Permit Process:

#### Step one

1. Complete Building Permit Application
2. Licensed and Bonded Electrical Contractors must be registered for the current calendar year with the Village of Maywood/ Solar contractor must provide a copy of the Illinois Commerce Commission's Certificate of Service Authority authorizing it to operate as an Installer of Distributed Generation Facilities for solar energy/ Photovoltaic System Training/ Electrical Construction training/Fall protection training/ NFPA 70E Training/ OSHA Training and **One of the Following is required per NEC Qualified person:**
  1. Completion of 5 solar installations or;
  2. Completion of DOL electrical Apprenticeship or;
  3. Maintaining a NABCEPT PV installation Professional (PVIP) Certification equivalent or;
  4. Completing an Associates in Applied Science degree from an Illinois Community College Board approved Community College Program in the appropriate distributed generation technology
3. Documentation from Commonwealth Edison's Interconnect Coordinator of approval of the Interconnect application.
4. Home owners association approval letter, if applicable
5. If Roof- Mounted Solar System:
  - Submit three copies of roof plan/ Display proposed location of solar panel lay-out on roof; total roof area and total photovoltaic array area.
  - Load Calculations for the existing roof structure and new load calculations approved, signed and sealed by a licensed architect or structural engineer.
  - Allow appropriate clearance from ridges
  - Provide documentation for all installation equipment, materials and devices approved by Nationally Recognized Testing Laboratories (NRTL'S)
  - All solar panel connectors must be approved rain tight fittings and proper wire management must be used under modules.
6. If Ground Mounted
  - Three Copies of the Plat of Survey that are clean and legible are required
  - Location of proposed ground mounted array/ Show all existing accessory structures, with dimensions and locations
  - Show location of ComEd ( overhead or lateral service) electric meter
  - Structure of solar array may not be mounted in front yard and if mounted in rear of yard it cannot cover more than 25% of the rear area
  - Provide documentation for all installation equipment, materials and devices approved by Nationally Recognized Testing Laboratories (NRTL'S)
  - Provide the cut sheets for the lugs, lags, disconnecting means, couplings, and grounding devices

#### Step two

1. Processing and Plan Review
  - Average review time is 5 to 7 business days after all documentation and application information is provided

- Electrical inspector will call you requesting additional information if your permit application is not approved, please provide a serviced phone number and extension if necessary.
- Once permit application is approved, Electrical Inspector or permitting staff will call you to notify you of date and time of pick up.

### Step Three

1. Permit fees for a solar panel permit include:
  - \$5 per panel plus a \$15 miscellaneous electrical charge per piece of equipment installed/ \$7 per panel with micro inverters and a miscellaneous charge for each piece of equipment being installed.
  - Electrical plan review fee is \$50 or 30% of the building plan review fee whichever is greater/ Fee is due at the time of permit approval and issuance/ approved plans would be given to applicant upon request.

### Step Four:

1. General information During Construction
  - Permit must be displayed at property within plain view from street and remain until final inspection has been approve by electrical inspector.
  - Approved plans must also be kept on site and be available at inspections.
  - Any changes to scope of work must be approved by submitting an amendment to existing permit and paying required fees. All documents must be approved by electrical inspector before scheduling inspections.
  - If digging, please call 811 before you dig

### Step Five

1. Inspections/ Rough Electrical And Structural Inspections
  - A support and racking system inspection and rough electrical inspections are required prior to installing the PV modules and Micro inverters. All materials and cut sheets should be on site and ready for inspection if requested by electrical inspector.
  - All Service Grounding Electrical System (G.E.C) must be upgraded to meet NEC 1999 code requirement and The Village of Maywood Amendment to the code.
  - When scheduling a rough inspection, please provide and approximate time when the racking would be in place in order to facilitate the inspector's rough inspection.
2. Commonwealth Edison's Interconnect Coordinator of approval of the Interconnect application are required prior to final inspection; please provide documentation
3. Schedule Final and Structural Inspections

### NOTE: CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all -inclusive. Additional changes or requirements may be made by the **AUTHORITY HAVING JURISDICTION (Inspector)** at the time of the rough or final inspection to ensure that all construction is performed to code. The Village of Maywood follows the **2015 International Residential Code** and the **1999 National Electrical Code (NEC)** as amended.

If you should have any question or comments regarding this matter, please feel free to contact the Village of Maywood Electrical Inspector at 708 450-6300  
Thank You,

Village of Maywood Community Development