

SOLAR PANEL INSTALLATION GUIDE



As a SolSmart Special Recognition Award winner, The Village of Palatine joins an exclusive and diverse group of communities across the U.S. who have not only satisfied the minimum requirements, but exceeded the high standards established by the SolSmart Criteria Advisory Committee.

SolSmart is a national designation program, funded by the U.S. Department of Energy Solar Energy Technologies Office through the Solar Powering America by Recognizing Communities (SPARC) initiative, designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets.

Please see the next page for permit submittal requirements.



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Permit submittals are now available online at our
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a permit for a solar panel installation. This handout is not all inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details.

Please read the **“Step by Step Guide to the Permit Process Handout”** for the actual process of obtaining a permit.

CONSTRUCTION REQUIREMENTS:

- Drawings must include the following information:
 - Cover Sheet indicating the specific building codes and pertinent project information, i.e. address, square footage, project notes, etc
 - Full plans drawn to scale. Including a licensed design professional stamp for single family homes or townhomes with truss roof system.
 - Plans shall include the following:
 - Solar panel layout
 - Elevation detail of solar panel on roof
 - Electrical diagrams
 - Solar system access paths
 - List original roof height and overall height of roof after Solar Panel installation.
 - 1 set of manufacturer specification sheets for the equipment being installed.
 - 1 copy of a plat of survey
 - Written scope of work and signed contract

IN PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

- 1 set of construction drawings meeting the above requirements.
- Completed [permit application](#) (in person only) and copy of signed contract
- Contractors must be [registered and bonded](#) with the Village prior to the permit being issued

For permit applications and additional building information, please visit our website

<http://www.palatine.il.us>

Revised 09/24/20