



SOLAR PANEL / PHOTOVOLTAIC ARRAY BUILDING PERMIT APPLICATION

Application #: _____

PROPERTY	Address		
	City	State	
PROPERTY OWNER	Name	Phone #	Email
	Address	City / State	Zip Code
ELECTRICAL CONTRACTOR	Name	Phone #	License #
	Address	City / State	Zip Code
CONTRACTOR (OTHER)	Name	Phone #	Fax #
	Address	City / State	Zip Code

PROJECT DETAILS (check all that apply): <input type="checkbox"/> Roof-mounted solar panels # _____			
<input type="checkbox"/> Ground-mounted panels # _____	Electrical upgrade? <input type="checkbox"/> Yes <input type="checkbox"/> No	Battery storage <input type="checkbox"/>	

I, the applicant, certify that information on this application is true/accurate. If a permit is issued, all work will be completed in conformance with the approved plans/specifications and with approved building materials. I understand that I am responsible for complying with the requirements of the Village of Machesney Park Building Codes/Ordinances.

<u>Signature:</u>	<u>Date:</u>	<u>Phone #</u>
<u>Printed Name:</u>	<u>E-Mail:</u>	

- Required documentation to be submitted with for Photovoltaic Array permit application:
1. Site plan showing location of major components on the property. This drawing does not need to be exactly to scale, but it should represent relative location of components at site.
 - PV arrays on dwellings must have fire service pathways found in the International Residential Code R324.7.2.3.
 - PV arrays on commercial or industrial buildings must meet the pathway requirements of the International Fire Code 605.11.1.
 2. Electrical diagram showing PV array configuration, wiring systems, overcurrent protection, inverter, disconnects, required signs and labels with values specific to each installation, and AC connection to the building.
 3. Specification sheets for all manufactured components including, but not limited to, PV modules, inverters, combiner box, disconnects and mounting system.
 4. A review to determine the adequacy of the structure to support the proposed PV array installation.

**Village of Machesney Park, Illinois
Community Development Department**

300 Roosevelt Rd. | Machesney Park, IL 61115 | (815) 877-6072 | <http://MachesneyPark.org>

APPLICATION PROCESS & INSTRUCTIONS:

1. Please submit a permit application for solar panels to the Village of Machesney Park by mail, via email at LauraS@MachesneyPark.org, or in-person at Village Hall.
2. Permit applications must be processed by the Community Development Department. Most permits can be issued by the Village on the same day the application is submitted.
3. When the permit has been approved, the applicant will be contacted by email or via phone call with the permit fee amount.
4. Fees can be paid in person at Village Hall during regular business hours or online at <http://machesneypark.org>. If you are paying on-line, make sure to have your permit number.
5. After the new solar panels have been installed, a building inspection will be required.

INSPECTIONS:

- The Village contracts with the City of Loves Park for building inspections. To schedule an inspection, contact the Loves Park Building Department at (815) 654-5033. Inspections will be completed within 48 hours of requesting an inspection (excluding holidays).

APPLICABLE RULES:

- Ground-mounted solar panels generating more than 600 volts require protective fencing. Contact the Community Development Department regarding the regulations for fencing surrounding solar panels.
- The penalty for failing to obtain a permit prior to commencing work is a double permit fee.