



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

Name

Date

UPDATED AUGUST 2017

INSPECTIONAL
SERVICES DIVISION
630-823-5860

VILLAGE OF HANOVER PARK FIRE DEPARTMENT

Solar Permitting Guidelines

UPDATED FEBRUARY 2018

Location Restrictions

Determine the type of solar energy collectors you will be using and where the solar collectors will be installed. Solar collectors installed on the roof of an existing structure will be considered part of the structure on which they are being mounted and not an accessory structure as long as the solar collectors are mounted near the surface of the roof on a frame attached to the structural framing of the roof. Ground mounted collectors will be considered as an accessory structure.

Solar Collector Standards

The following information is needed for the permit review.

1. The structural installation of the systems needs to meet the following criteria: a. the array is mounted on a code-compliant structure; b. an engineered mounting system is used to attach the array to the structure; and, c. the array has a distributed weight of less than 5 lbs./ft² and less than 45 lbs. per attachment.
2. The electrical design of the system can be described using the supplied standard electrical diagram and meets the following criteria: a. all products are listed and identified for the application (i.e. modules, inverters, source combiners, etc.); b. the array is composed of 4 series strings or less; c. the inverter output is 13.44 kW or less (maximum size for 70-amp breaker) and is connected on the load side of the service disconnect.

In order to complete the permit package, the applicant is required to provide the following:

1. A completed permit application
2. The proposed site diagram showing the relative location of major components
3. The proposed standard electrical diagram
4. The specification sheets and simple instruction manuals for major components.
5. Photos of existing conditions and structural calculations for the roof framing system.

Inspection Requirements

An inspection is required once installation of the solar collectors is completed. The Inspector will verify that the system is labeled with the following information and meets the following list

1. A NAMEPLATE indicating the manufacturer, phase, voltage, frequency, and required electrical specifications.
2. A TESTING LABORATORY LABEL indicating that the unit has been tested and approved by a qualified electrical testing laboratory, such as Underwriter's Laboratory.
3. No E.M.T. conduit is to be used outdoors, unless treated as per Section 300-6 of the National Electric Code. IMC and heavy wall are preferred materials.
4. The Inspector will verify that the unit has been installed in compliance with the requirements on the nameplate and/or label. **The Inspector must enter the home to inspect the service panel; therefore, the homeowner must be present for the inspection.**
5. Approved plans shall be on site for use by the contractor and inspector.

To request an inspection, contact the Fire Department's Inspectional Services Division at 630-823-5860 **at least twenty-four (24) hours in advance.**

To Apply for a Permit

1. Complete a Building Permit application.
2. Submit two (2) non-reduced Plats of Survey showing the proposed equipment locations.
3. Provide photos of the exterior and attic or roof structure. Provide detailed information and structural calculations to show that the roof is able to support the additional loading of the solar panels. Confirm the weight of the panels and provide the weight per square foot and all point loads.
4. The installation of any panel shall not increase the drifting of snow on the roof without providing additional structural support.
5. Provide 2 copies of the equipment cut sheets showing the size of the units and their specifications. Comply with the current adopted NFPA 70 NEC and all manufacturer and utility company requirements.
6. Contractors installing solar panels SHALL be registered and bonded with the Village of Hanover Park. If you have any questions please call 630-823-5860. A permit cannot be issued without the contractor being registered.
7. Refer to the report prepared by the Solar America Board for Codes and Standards Download this report and the Expedited Permitting Process: www.solarabcs.org/permitting . Fill out the included forms and use the drawings provided that apply to the system that is being proposed. Refer to the table of contents on the next page. If you do a google search it will appear like the image below.
8. Call the Inspectional Services Department at 630-823-5860 if you have any questions.

REMEMBER TO SCHEDULE A FINAL INSPECTION OF THE JOB WHEN IT HAS BEEN COMPLETE. Do this as soon as possible so as to avoid expiration of the permit and the cost of extending the existing permit.

[\[PDF\] Expedited Permit Process for PV Systems - Solar America Board for ...](#)
www.solarabcs.org/about/publications/reports/expedited-permit/.../Expermitprocess.p... ▼
solarabcs.org/permitting in an interactive PDF format so that the diagrams can be ... The Solar America Board for Codes and Standards (Solar ABCs) is a ...



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