

## **Permit Application Checklist:**

1. Please utilize the link for all solar panel submittals in order to assist you with the application process. Bullet point number 5 is not required as part of the submittal as the Village will inform you or you can refer to BBC 9-3-4. The maximum cost of the permit for residential solar arrays is \$400.00.
2. Please use the online one page permit and plan review form and submit with the construction documents. Please submit 3 sets of all documents, including the Structural Engineer stamped letter and documentation for the installation(s). The drawings shall be to scale.
3. The permit and plans will be date stamped when they are received by the Village.
4. The permit and plans will be reviewed within 3 days and processed for pickup during that time (as long as all required documentation is received and to code). Village staff will contact you when they are ready for pick-up.
5. The permit fee will be provided for you at the time of your submittal. The fee is based on the cost of construction.
6. The contractor shall call for a final inspection of the completed system. Inspections are provided as requested and can be conducted within 24-48 hours, on an a.m. or p.m. timeframe.
7. The Village will notify the appropriate Fire Protection District of the installation.