



## **Solar Permitting Check List**

All solar applications both residential and commercial must be submitted online at:

<https://rockfordil-prd.rhythmlabs.infor.com/submit-a-permit>

### **Once all required information is submitted:**

- Residential Solar Permits will be processed within 3 business days
- Commercial Solar Permits will be processed within 10 business days
- You will receive email updates throughout the process

## **Criteria for Permit Review**

### ***Structural***

- *Description of roof components – Pitch of roof, Type of truss system, Size of framing members, if not manufactured.*
- *Load criteria – Wind load, Snow load, Live load, Dead load – of existing roof and after installation of solar panels.*
- *Solar panel hardware and anchorage components from manufacturer.*
- *Site information and layout – Positioning of solar panels on roof.*
- *Square footage of solar arrays.*
- *Ground mounted solar requires a Planning and Zoning review*

### ***Electrical***

- *Electrical diagram with Interconnection notes, Disconnect notes, Grounding & General notes.*
- *Location and legend of electrical equipment.*

### ***Documentation required:***

- Signed and sealed drawings by a licensed professional
- Electrical diagram of circuitry
- Structural worksheet with loaded calculations for installation of system
- Plat view of job site for zoning review
- Signed letter of intent from homeowner to show proof of work

### ***Additional Information:***

- ***If a service upgrade is needed please fill-in that section of the application.***
- ***Inspections are required for all solar permits. The contractor must be on site for inspections.***
- ***Once drawings have been submitted and approved any revisions requested after the approval will incur a \$100 reprocessing / plan review fee.***



## **Permit Fees for Solar Installation**

### ***Residential***

- Permit costs of residential solar installations are calculated from the valuation of the project and based on cost-recovery.
  - ***Calculation:***
    - 0.0055% x the value of the project (building permit cost)
    - + \$50 Processing fee (permit cost)
    - + \$60 Electrical Permit fee (permit cost)
    - + \$60 Electrical Service Upgrade Permit Fee(if required)
    - + \$33 Zoning Review fee
    - x 10% of (permit cost) for technology fee
  - = **Total cost of permit for residential solar installation**

### ***Commercial***

- Permit costs of Commercial Solar Installations are calculated from the valuation of the project and based on cost-recovery.
  - ***Calculation:***
    - Plan Review Fees**
      - \$0.04 x square footage (Building Plan Review)
      - x 10% of Building Plan Review for technology fee
      - \$0.01 x square footage (Electrical Plan Review)
      - x 10% of Building Plan Review for technology fee
    - \*add the total Building Plan Review to the total Electrical Plan Review
    - = **Total cost of Building and Electrical Plan Review**
  - ***Calculation:***
    - Permit Fees**
      - + Solar Installation Fee \$6(per kilowatt) (building permit cost)
      - + \$50 processing fee (permit cost)
      - + \$60 Electrical Permit fee (permit cost)
      - + \$75 Zoning Review fee
      - x 10% of (permit cost) for technology fee
    - = **Total cost of permit for commercial solar installation**