

SOLAR PANEL GUIDE

April 2020

COMMUNITY DEVELOPMENT



SUBMITTAL REQUIREMENTS:

- Completed [Building Permit application](#).
- Copy of signed contract.
- Written scope of work
- Four sets (4) of manufacture specification sheets for equipment.
- Three copies (3) of a plat of survey showing roof panel placement.

NOTE: All contractors must be registered and bonded prior to issuances.

PERMIT SPECIFICATIONS AND DETAILS FOR SOLAR PANEL INSTALLATION:

- Cover sheet indicating the specific building codes and pertinent project information; i.e., property address, square footage, projects 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:
 - Solar panel layout
 - Elevation detail
 - Electrical diagrams
 - Show “pathways” as outlined in the 2018 International Residential Code Section 324.6.1
 - Original roof height and overall height after Solar Panel installation.
 - Identify the location of the main Commonwealth Edison (ComEd) supply line (above or below ground) to the house and the location of the electric meter.
 - Load calculation for the existing roof structure to handle new loads, signed and sealed by a licensed design professional.
- Total roof area and total photovoltaic (PV) array area. If the PV array square foot area is less than 33% of the roof area, the solar panels must be 18” away from the ridges. If the PV array square foot is over 33% of the roof area, the solar panels must be 36” away from the ridges.
- Provide the cut sheets for the couplings, lugs, lags, disconnecting means, and grounding devices.
 - Ensure that proper wire management is used under the modules. Ensure that all connectors are approved rain tight fittings.
 - Ensure that the existing electrical service panel has a main breaker. A main breaker will be required.

For any questions regarding Solar Panels or permitting requirements, please call the Permits Division at (847) 459-2620 or via email at permits@wheelingil.gov.