



VILLAGE OF RIVER FOREST SOLAR PERMIT CHECKLIST

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Building permits for a residential rooftop photovoltaic (PV) array system are reviewed and issued within 10 business days after a complete permit packet is submitted to the Building Department. Systems not mounted on a roof may take extra time due to a zoning review. Incomplete applications will delay the review process. All work must comply with International Residential Code (2015), International Solar Energy Provisions (2015), National Electrical Code (2014), National Fire Code (2015), and Village of River Forest Zoning Code. All work is subject to rough and final electrical & building inspections.

The following materials are required for all solar construction permits:

- [Building Permit Application](#)
- [Electrical Permit Application](#)
- All contractors listed on the project must be [licensed](#) with the Village of River Forest (completed application form, Certificate of Insurance, \$25,000 surety bond, \$100 application fee)
- Design packet that includes:
 - Manufacturer's specifications for proposed equipment.
 - Cut sheets for the PV modules, which need to include VOC rating, ISC rating, P_{MAX}, maximum series fuse rating, voltage at P_{MAX} and current at P_{MAX}.
 - Provide Photo Voltaic Array roof design and layout drawing for this installation.
 - On the Photo Voltaic Array roof layout, locate the array(s) in a manner as required by the roof configuration to provide access pathways of the required width from the eave to the ridge on each roof slope where panels or modules are located. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.
 - Provide Roof Structural Certification from Licensed Structural Engineer for this Installation of Solar Panels.
 - Indicate on the plans any roof structural upgrades which are required. All structural upgrades are subject to review and inspection.
 - If system will be ground-mounted: provide a plat of survey showing proposed location of ground-mounted system.
 - Site plan/elevations showing:
 - Location of the proposed equipment installation.
 - Maximum height of array system and distances to lot lines and roof edges.
 - Types of panels and inverters.
 - Types and sizes of conduits and conductors .
 - Lengths of cable runs.
 - A grounding diagram showing electrodes and grounding electrode conductors.
 - Electrical/wiring diagram showing:
 - Service entrance, main panel, sub panel, Photo Voltaic load center, Alternating Current disconnect, Direct Current disconnect, and dedicated meters.
 - Verify and indicate that the size of bus in main service panel is adequate to accept additional load of the PV system. Total connected load must not exceed one hundred and twenty (120%) percent of bus rating.
 - Specify that all interior and exterior conduit, enclosures, and disconnects are to be properly labeled and marked.

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Explanation of solar permit fees:

- Base building permit fee (SF): 2.00% of job value, not less than \$100. Example: \$15,000 contract value = \$300
- Base building permit fee (not SF): 2.35% of job value, not less than \$100. Example: \$15,000 contract value = \$352.50
- \$225 review fee for residential projects.
- Electrical permit fees:

	New or Upgraded Service (if applicable):
\$9 x circuits added	Up to 200amps: \$75
\$1.75 x number of openings	201-399amps: \$100
\$100 base fee	400-799amps: \$150
	800+amps: \$200

Historic Preservation:

- If the panels will be visible from the street, the following applies:
- If the property is a Landmark, the permit application must be reviewed by the Historic Preservation Commission
- If the property is Historically Significant, a Certificate of Appropriateness is required if the panels will occupy more than 20% of the façade visible from the street
- Per Section 13-1-6 of the Village Code, the following criteria are used by the Historic Preservation Commission to evaluate applications:

Construction Standards:

1. The distinguishing original qualities or character of a structure or site and its environment shall not be destroyed.
2. All structures, sites, and areas should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance than the true age of the property are not permitted.
3. Changes that may have taken place in the course of time and which have acquired significance in their own right shall be recognized and respected when dealing with a specific architectural period.
4. Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure, site or area shall be maintained.
5. Deteriorated architectural features shall be preferably repaired rather than replaced. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
6. Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence, or expert opinion.
7. Demolition of a local landmark shall not be permitted if a structure is economically viable in its present condition or could be economically viable after completion of commercially reasonable alterations, even if demolition would permit a more profitable use of such site.

Design Standards:

The height, adjacent open space, directional expression, roof type, roof shape, architectural details, landscaping, accessory structures and paving shall be consistent with the original structure.

A complete application includes:

1. The applicant's name or the owner's name if different from the applicant;
2. Street address and legal description of the site;
3. A site plan and front, side and rear elevation drawings;
4. A brief description and photographs (both current and historic, if available) of the structure(s), building(s), and landscape features on the site;
5. A detailed description of the proposed alteration or demolition, together with pictorial renditions indicating how and to what extent such proposed changes will affect the subject property;
6. Identification of any architect or developer involved in the project;
7. Such other relevant information as requested by the Village Administrator or as the Commission may require.