



# VILLAGE OF SKOKIE

Community Development Department – Building Division  
5127 Oakton Street – 1<sup>st</sup> Floor  
Skokie, IL 60077  
Phone: (847) 933-8223 Fax (847) 933-8230

**For office use only:**

Permit #: \_\_\_\_\_

Fee: \_\_\_\_\_

## Solar Permit Application

**Date** \_\_\_\_\_ **Location** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

**Contractor Name** \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Supervising electrician \_\_\_\_\_

**Project Type:**  Photovoltaic  Thermal  Combination

**Type of System:**  Stand – Alone  Utility Interactive

**Installation Type:**  Rooftop  Ground  Combination

**Connection Type:**  Line side  Load side

**Total # of strings:** \_\_\_\_\_

**System size (DC Kilowatts):** \_\_\_\_\_

**Construction Value:** \_\_\_\_\_

**NOTE: The Permit issued on this application will authorize only work specified. Contractor must give complete information. Every contractor must have a current surety bond, registration fee and license on file with the Village of Skokie before a permit will be issued. Please see the Contractor Registration Form.**



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### **SOLAR PANEL CHECKLIST:**

#### **SOLAR CONTRACTOR REGISTRATION REQUIREMENTS**

- Copy of current electrical license
- Copy of current plumbing licenses and letter of intent (thermal permits only)
- 20K Surety Bond (must state general contractor on bond)

#### **PERMIT SUBMITTAL REQUIREMENTS (ALL SOLAR INSTALLATIONS)**

- Completed Solar Permit Application (with homeowner signature)

Include **2** copies of the following:

- Structural report with calculations (stamped by licensed Engineer)  
\*Must include details of existing roof structure and materials
- Site plan showing locations of all disconnects and equipment
- Roof layout showing module orientation and fire setbacks
- Cut sheets for all equipment, racking, and flashings
- Attachment details
- Copy of homeowner signed contract or approval letter

Photovoltaic installation:

- One-line diagram showing conduit, conductors, and grounding details
- Electrical details and calculations for complete system
- Battery details if applicable (type, quantity, location)
- Existing electrical service photos (all panels and service equipment)  
\*Line side taps not allowed on outdated systems

Solar thermal installation:

- Riser diagram and piping layout

## **SOLAR PANEL INSPECTION PROCEDURE**

\*All inspections must be scheduled 24 hours in advance

- A ladder capable of reaching the roof must be present at all inspections
- Access to attic areas and garages to view rafters is required for the rough inspection
- Process photos must be on site for inspector to review

### **ROUGH INSPECTION**

- Rough inspection for electrical
  - \*Inspection for all conduit and bushings, boxes, and disconnects
- Rough inspection for building
  - \*Inspection for flashings, racking, and fasteners. Inspector will verify roof structure is as described.

### **FINAL INSPECTION**

- Final inspection for electrical
  - \*Inspector will verify all conductors and sizing, grounding, bonding, and stickers
- Final inspection for building
  - \*Inspector will verify all fire setbacks and number of modules