



VILLAGE OF SKOKIE

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

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*Line side taps not allowed on outdated systems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