

SOLAR APPLICATION

RESIDENTIAL and COMMERCIAL

Application covers rooftop and on grade installations

City of Aurora

Development Services Department

Division of Building and Permits

77 S Broadway

Aurora, IL 60505



APPLICATION #: _____

Total Fees: _____

Submittal Date: _____

Online Portal: <https://auro-trk.aspgov.com/etrakit/>

Phone: 630.256.3130

Website: www.aurora-il.org

Property Address: _____ Unit/Suite #: _____

Owner Information (all fields required)

Additional Contact Info Applicant Tenant Property Mngr

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

ACKNOWLEDGEMENT OF APPLICATION ONLY

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not preclude the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property. As part of this application process, I affirm that all the information herein is true and correct to the best of my knowledge. I authorize the City of Aurora to make any reasonable inspections of the property as part of the application and permit process.

Owner Contractor Representative Role: _____

Name: _____ Signature: _____

DESCRIPTION OF WORK

APPLICATION SUBMITTAL REQUIREMENTS

- Completed permit application
- Complete construction drawings, stamped and signed (wet or digital) by a licensed design professional for electrical and structural drawings
 - Include one-line diagrams of electrical systems
 - Include roof plans with dimensions showing panels, equipment, clearances and construction information (roof and supporting walls)
 - Include verification that service disconnect for PV equipment will meet requirements of NEC 110.9 Interrupting Rating and 690.17 Disconnect Type
 - Include grounding information per manufacturer's requirements in accordance with NEC 110.3 Examination, Identification, Installation and use of Equipment and 690.41 System Grounding
 - Include proper labeling per manufacturer's installation instructions
 - Structural plans and calculations MAY be required depending on loading, scale of project or other concerns
- Building elevations, either drawn or photographed, showing all facades and indicating locations of fire access points
- Cut sheets, highlighted to indicate all equipment being used in coordination with design professional's drawings
- Manufacturer's specifications and cut sheets on rail / racking systems and method of attachment
- Analysis of existing roof to include age, materials and structural loading
- General and Electrical Contractors licensed and registered with Aurora (not required at submittal, but prior to permit issuance)
- Solar Information Checklist on subsequent page and third-party inspection report agreement must be signed and completed

APPLICABLE CODES

2014 National Electrical Code

2015 International Residential Code

2018 International Energy Conservation Code

2015 International Building Code

2015 International Solar Energy Provisions Code

[City of Aurora Ordinances](#)

2015 International Fire Code

Application Fee is due at time of submittal.

COST OF WORK: _____

SOLAR INFORMATION CHECKLIST – GENERAL INFORMATION

Type of installation: Residential Commercial Number of Modules: _____
Location of Installation: Primary Roof Accessory Structure On Grade

SOLAR INFORMATION CHECKLIST – BUILDING INFORMATION

GENERAL CONTRACTOR INFORMATION

City of Aurora Registration #: _____
Business Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Estimated date of last roof installation: _____
Type of Roof Covering: Asphalt EPDM
Steel Other: _____
Number of current roofing layers: _____
Type of Roof Framing: Wood Frame Steel Bar Joist
Wood Truss Others: _____
Size and Spacing of Roof Framing: _____

Does equipment installation cause roof load assembly to exceed the maximum allowed:
(Residential) 10 psf per IRC: Yes No (Commercial) 20 psf per the IBC: Yes No

Provide the following drawings and documents:
Manufacturer’s specifications and cuts sheets that show method of attachment for the rails / racking system
Details demonstrating attachment to structure
Building elevations, either drawn or photographed, showing all facades and indicating locations of fire access points

SOLAR INFORMATION CHECKLIST – ELECTRICAL INFORMATION

ELECTRICAL CONTRACTOR INFORMATION

City of Aurora Registration #: _____
Business Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Connection to Utility Grid: Supply Side Load Side
System Configuration: Positive Ground Ungrounded
Negative Ground
Panelboard Ampere Rating: _____ amps
Main Breaker: _____ amps
Backfeed Breaker: _____ amps
Are batteries being installed: Yes No

Provide the following drawings and documents:
Manufacturer’s specifications for inverter equipment
Manufacturer’s specifications for module equipment
Proper labeling per manufacturer’s installation instructions
Cut sheets that have been highlighted to show specific equipment in coordination with design professional’s drawings
One line diagrams of the entire electrical system
Site plan indicating installation location on the property that includes all module(s), inverter(s), combiner box(es), AC & DC disconnect(s), utility disconnect, utility meter(s), and service panelboard(s).

SOLAR INFORMATION CHECKLIST – THIRD PARTY INSPECTION REQUIREMENTS AGREEMENT

THIRD PARTY INSPECTION REPORT of completed installation will be completed and delivered **prior** to final inspection approval.
This document should be provided by contractor and produced by either an Illinois Licensed Design Professional (Architect or SE) or an independent Certified Solar Inspection Company (covering all structural and electrical components)

Contact Name: _____ Contact Email: _____
Signature: _____ Contact Phone: _____

Date: _____ Any Additional Contact Emails: _____

Initial Submittals: bpcsrgroup@aurora.il.us Revisions Submittals: bprevisions@aurora.il.us