

**SOLR –RESIDENTIAL OR COMMERCIAL SOLAR SYSTEM INSTALLATION - APPLICATION FORM**

<b>FOR OFFICIAL USE ONLY</b>	<b>TOTAL FEE</b> _____	 <p><b>AURORA</b> The City of Lights</p> <p><b>DIVISION OF BUILDING &amp; PERMITS</b> 77 S BROADWAY AURORA, ILLINOIS 60505</p>
PERMIT APPLICATION NO	BLDG _____	
<b>1</b> —	PLRV _____	
_____	C.O. _____	
SUBMITTED		
/ /		
NOTIFIED		
/ /		
ZONING	WEB <a href="http://www.aurora-il.org">www.aurora-il.org</a>	
_____	FAX (630) 256-3139	
	TELEPHONE (630) 256-3130	

**LAND / PARCEL INFORMATION**

**PROPERTY ADDRESS** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ **PHONE#** ( ) \_\_\_\_\_

**OWNER'S ADDRESS** \_\_\_\_\_ **FAX #** ( ) \_\_\_\_\_

\_\_\_\_\_ **E MAIL** \_\_\_\_\_

**CONTRACTOR REGISTRATION INFORMATION**

**GENERAL CONTRACTOR**  
CITY OF AURORA  
G.C. REGISTRATION # \_\_\_\_\_

BUSINESS NAME	_____
CONTACT NAME	_____
ADDRESS	_____
CITY, STATE, ZIP	_____
N/A <input type="checkbox"/> PHONE ( ) _____ - _____	
FAX ( ) _____ - _____	
E-MAIL	_____

**ELECTRICAL CONTRACTOR**  
CITY OF AURORA  
ELEC REGISTRATION # \_\_\_\_\_

BUSINESS NAME	_____
CONTACT NAME	_____
ADDRESS	_____
CITY, STATE, ZIP	_____
N/A <input type="checkbox"/> PHONE ( ) _____ - _____	
FAX ( ) _____ - _____	
E-MAIL	_____

**CERTIFICATION**

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 obviate 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.

**CONTRACTOR** \_\_\_\_\_ **OWNER** \_\_\_\_\_  
(PRINT) (PRINT)

**CONTRACTOR** \_\_\_\_\_ **OWNER** \_\_\_\_\_  
(SIGNATURE) (SIGNATURE)

Applicable Building codes are as follows (City of Aurora – Building Code Amendments also apply):

2015 INTERNATIONAL RESIDENTIAL CODE  
2018 INTL ENERGY CONSERVATION CODE  
2015 INTL SOLAR ENERGY PROVISIONS CODE  
2015 INTERNATIONAL FIRE CODE

2015 INTERNATIONAL BUILDING CODE  
2014 NATIONAL ELECTRICAL CODE  
CITY OF AURORA ORDINANCES

**BUILDING INFORMATION**

TYPE OF ROOF COVERING? ASPHALT  OTHER   
CIRCLE ONE RESIDENTIAL OR COMMERCIAL INSTALLATION?  
CURRENT NUMBER OF ROOF LAYERS \_\_\_\_\_  
TYPE OF ROOF FRAMING? TRUSS  STICK   
SIZE OF RAFTERS AND SPACING? \_\_\_\_\_

**BUILDING COST**

VALUATION  
OF INSTALLATION? \$ \_\_\_\_\_

**DESCRIPTION OF INSTALLATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION SUBMITTAL REQUIREMENTS FOR SOLAR INSTALLATIONS**

**COMPLETE BUILDING PERMIT SUBMITTAL**

COMPONENTS OF A COMPLETE PERMIT APPLICATION SUBMITTAL ARE INDICATED BELOW

- A. Completed Permit application.
- B. Installation will require drawings stamped and signed (wet or digital) by design professional for electrical and structural drawings.
- C. Provide two copies of elevations or photos of facades indicating location of fire access points.
- D. Provide two sets of highlighted cut sheets for all equipment designated in design professional's drawings.
- E. Provide verification that service disconnect for PV equipment will meet the requirements of NEC 110.9 Interrupting Rating and 690.17 Disconnect Type.
- F. Provide grounding information per manufacturer's installation requirements in accordance with NEC 110.3 Examination, Identification, Installation and use of Equipment and 690.41 System Grounding.
- G. Two sets of rail/racking system manufacturer's specifications and method of attachment.
- H. Provide proper labeling per manufacturer's installation instructions.
- I. Three sets of one-line diagrams.
- J. Three sets of roof plans indicating locations of panels, equipment and clearances. To include building and wall sections along with details describing the construction.
- K. Analysis of age of existing roof material and structural loads is required.
- L. Structural plans and calculations may be required.
- M. Documentation of disconnection of the system also required.
- N. General and Electrical Contractors licensed and registered with Aurora is required.
- O. Solar installation checklist attached. Please complete and provide at time of submittal.

RESIDENTIAL REVIEW TIME FOR COMPLETE APPLICATION WITH IDENTIFIED CITY OF AURORA LICENSED AND BONDED CONTRACTORS AND COMPLETE CONSTRUCTION DOCUMENTS WILL BE REVIEWED WITHIN **3 BUSINESS DAYS**. COMMERCIAL INSTALLATION REVIEW TIME FOR COMPLETE APPLICATION WILL BE REVIEWED WITHIN 5 BUSINESS DAYS. STAMPED PERMIT SET MUST BE ON JOB SITE FOR ANY SCHEDULED INSPECTIONS. FOR ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CITY OF AURORA BUILDING AND PERMITS DIVISION. (630) 256-3130.

# Solar Panel – PV Checklist

*This checklist must be completed and provided at time of submittal*

Residential Installation \_\_\_\_\_ Commercial Installation \_\_\_\_\_

Two copies of inverter manufacturer's specifications \_\_\_\_\_

Two copies of module manufacturer's specifications \_\_\_\_\_

Two copies of rail/racking system manufacturer's specifications and method of attachment \_\_\_\_\_

Two copies of elevations or photos of facades showing location of fire access points \_\_\_\_\_

Type of roof covering Asphalt \_\_\_\_\_ EPDM \_\_\_\_\_ Steel \_\_\_\_\_ Other \_\_\_\_\_

Number of roofing layers currently \_\_\_\_\_

Estimated date of last roofing installation \_\_\_\_\_

Type of roof framing wood frame \_\_\_\_\_ steel \_\_\_\_\_ bar joist \_\_\_\_\_ wood truss \_\_\_\_\_ other \_\_\_\_\_

Size and spacing of roof structural elements \_\_\_\_\_

Two copies of attachment details to structure \_\_\_\_\_

Does the proposed equipment installation cause the roof load assembly to exceed the maximum requirement of 10 psf per the IRC Yes \_\_\_\_\_ No \_\_\_\_\_ or to exceed the maximum requirement of 20 psf per the IBC Yes \_\_\_\_\_ No \_\_\_\_\_

Number of modules to be installed \_\_\_\_\_

Where will modules be installed roof \_\_\_\_\_ accessory structure \_\_\_\_\_

Site plan attached indicating installation location on property. Plan must also include modules, inverter(s), combiner boxes, all AC & DC disconnects, utility disconnect and meter(s), and service panelboard

Provide proper labeling per manufacturer's installation instructions.

Two copies of one-line diagrams and highlighted cut sheets \_\_\_\_\_

Connection to utility grid supply side connection \_\_\_\_\_ load side connection \_\_\_\_\_

Panelboard ampere rating \_\_\_\_\_ amps main breaker \_\_\_\_\_ amps backfeed breaker \_\_\_\_\_ amps

System configuration positive ground \_\_\_\_\_ negative ground \_\_\_\_\_ ungrounded \_\_\_\_\_

Are batteries being installed Yes \_\_\_\_\_ No \_\_\_\_\_

**THIRD PARTY INSPECTION REPORT of completed installation is required 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)\*\***

Date \_\_\_\_\_ Contact Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

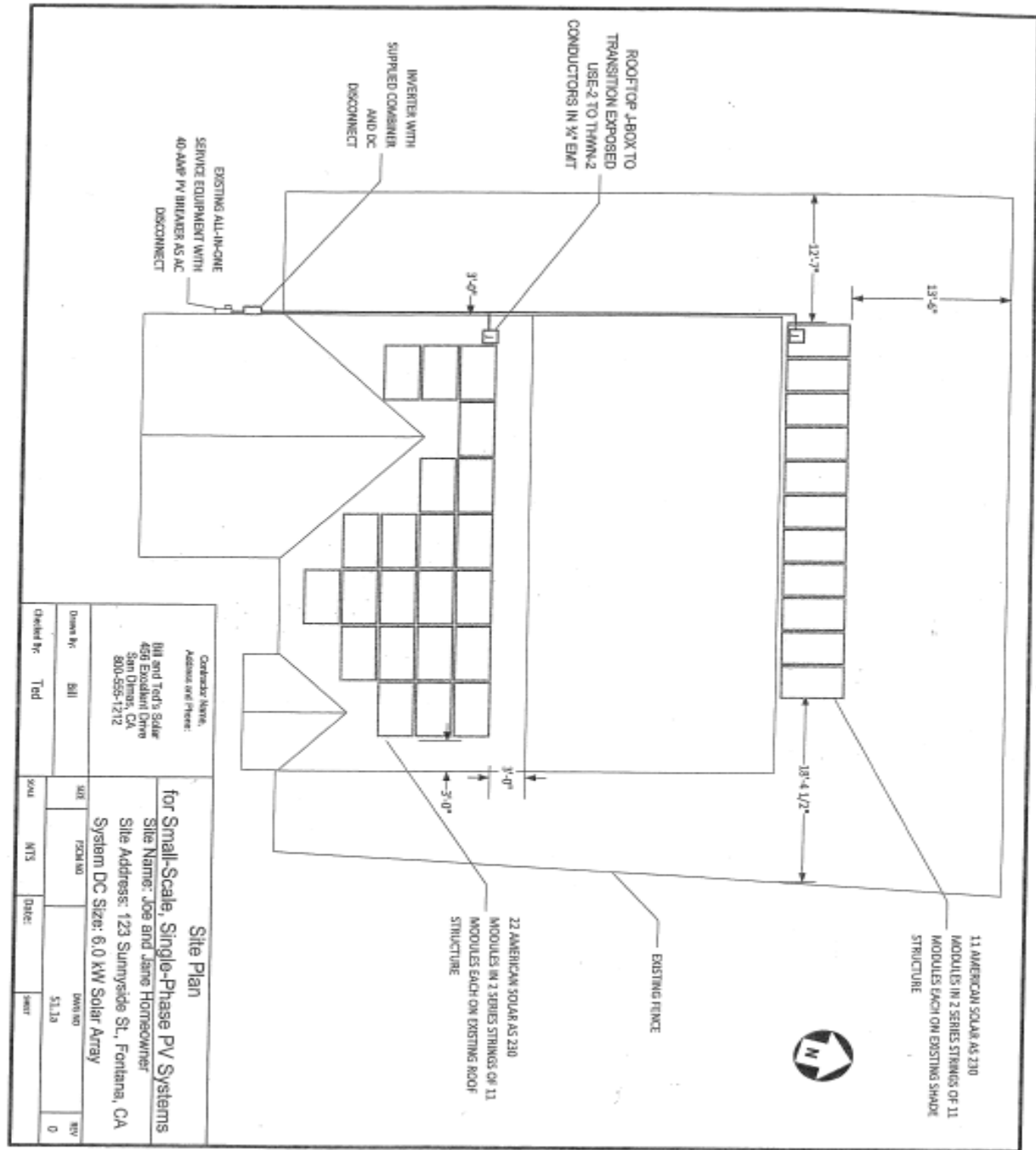
Please include any additional contact emails for project \_\_\_\_\_

CLEARANCE REQUIREMENTS

Residential – Please make sure to comply with 2015 IFC 605.11 for Solar Photovoltaic systems in use group R3  
 Commercial – Please make sure to comply with 2015 IFC 605.11.1.3 for Solar Photovoltaic Systems in use groups other than R3  
 Utility Structures – Detached, nonhabitable Group U (as defined by 312 of the 2015 IBC) structures need not comply as long as they are either open sided without walls, or have interiors completely open to structure (ie no drywall ceilings or concealed spaces).

RESOURCE A

SUBMITTAL DIAGRAM TEMPLATES



EXAMPLE SITE PLAN

Contractor Name: Address and Phone: <b>Bill and Todd's Solar</b> 4874 Escobedo Drive San Diego, CA 800-555-1212		Site Plan for Small-Scale, Single-Phase PV Systems Site Name: Joe and Jane Homeowner Site Address: 123 Sunnyside St., Fontana, CA System DC Size: 6.0 kW Solar Array	
Drawn By:	Bill	DATE:	5/1/19
Checked By:	Todd	DATE:	5/1/19
Scale:	NTS	DATE:	5/1/19
Sheet:		DATE:	0

SOLAR AMERICA BOARD FOR CODES AND STANDARDS REPORT: EXPEDITED PERMIT PROCESS FOR PV SYSTEMS

2015 INTERNATIONAL SOLAR ENERGY PROVISIONS™

RESOURCE-5

**\*\*\*Solar Permits Inspection Procedures during no interior Inspection Timeframe\*\*\***

Also, please note to help prevent spread of the Corona-virus The City of Aurora Building and Permits has temporarily discontinued performing interior inspections in occupied dwellings. If you feel there is a need to proceed with any work on the interior of the building, including interior electrical work, or required structural work, etc. you must contact the inspector directly. Alternative options for interior inspections in occupied dwellings will need to be discussed with the inspector if there is a need for the project to proceed at this time including the rationale for this necessity.

The inspector and the Director of Building and Permits will further discuss the project after this contact. Any documents required for alternative inspection options will be required to be submitted to [bprevisions@aurora-il.org](mailto:bprevisions@aurora-il.org) with the permit number.