



Solar System Permit Requirements

The City of Oak Forest supports our residences and businesses in the pursuit of clean power. The below information will guide residents to the most efficient way to complete the permitting and approval process.

To Apply for a Permit

1. Complete and submit the express building permit application form.
2. Submit plans for the system including a proposed roof plan indicating the location of structure(s), modules, inverters, combiner boxes, disconnects, utility disconnect and meter service panel board.
3. Submit analysis by an Illinois licensed engineer confirming structural compliance (roof must be capable of supporting the weight of the proposed system)
4. Provide copies of the equipment cut sheets and manufacturer's specifications.
5. Submit copy of the signed contract between the homeowner and the solar panel company including lease terms/ monthly payments.
6. **If you are emailing the submittal and your attachment totals more than 5 MB, please contact us for a link to upload your files to**
7. Call the Building Department directly with any questions @ 708.444.4819
8. All contractors must be registered with the City of Oak Forest.

Solar Panel Standards to Keep in Mind

1. The structural integrity of the solar panel system needs to meet the following criteria:
 - a. The array is mounted on a code-compliant structure.
 - b. An engineered system designed by a structural engineer is used to attach the array.
2. The electrical design of the system is submitted using a standard electrical diagram and the following criteria:
 - a. All products are listed and labeled for the application.
 - b. The array is composed of 4 strings or less.
 - c. The inverter output is 13.44 kW or less (maximum size for 70 amp breaker) and is connected to the load side of the service disconnect.
3. Access pathways shall be indicated per code requirements to allow for support of the Fire Department accessing the roof; the pathways shall be located in areas with minimum obstructions:

Residential Group R-3 (permanent residential occupants) and Single Family Homes:
Not fewer than two 36" wide pathways on separate roof planes, from lowest roof edge to ridge; not fewer than one pathway shall be on the street or driveway side of the roof. For each roof plane with an array, not fewer than one 36" wide pathway shall be provided on the same roof plane as the array, on an adjacent roof plane, or straddling the same and adjacent roof planes. 2018 IFC 1204.2.1; 2018 IRC R324.6.1

For arrays occupying 33% or less of the plan view total roof area, a setback of not less than 18" wide is required on both sides of a horizontal ridge (greater than 33% requires 36" wide on both sides). Alternatives exist for sprinkled structures.

Commercial projects other than Residential Group R-3: 6-foot-wide clear perimeter around edges of roof (4 feet when 250 feet or less); interior pathways of not less than 4 feet every 150 feet or less; 4' wide around roof hatches and to roof edge or parapet. 2018 IFC 1204.3

Note: For commercial properties, where equipment requiring access is located on the roof such that persons will have to climb higher than 16 feet, an interior or exterior means of access shall be provided (no portable ladders above 16 feet). 2018 IMC 306.5

Permit Fees

Building permit fees will be as follows for residential properties:

1. New electric service panel – \$135
2. Final building/electrical inspection – 1% of construction valuation
3. Plan review – \$60 minimum
4. Failed Inspections - \$60 per inspection
5. Expired Permit Extensions - \$60 per month after expiration

Inspection Requirements

An inspection is required once the solar panel system has been completely installed. The inspector will be confirming the following items at a minimum:

1. A nameplate indicating the manufacturer, phase, voltage, frequency, and required electrical specifications.
2. A testing laboratory label indicating the unit has been tested and approved by a qualified NRTL.
3. No EMT conduit is allowed in exterior conditions or subject to any moisture per local City code. IMC or heavy wall is required in those instances.
4. The inspector will verify the unit has been installed in compliance with the manufacturer's instructions. The inspector may have to enter the home to inspect the electric panel; therefore, the homeowner shall be present at time of inspection along with the contractor.
5. Approved plans shall be on-site at all times.
6. Inspections can be scheduled within 24 to 48 hours.

**A FINAL INSPECTION IS REQUIRED ON ALL SOLAR PERMITS
AND THE CONTRACTOR MUST BE PRESENT.**



Express Building Permit Application

15440 SOUTH CENTRAL AVENUE, OAK FOREST, ILLINOIS 60452-2195

708.444.4818 ▪ FAX 708.687.1179 ▪ WWW.OAK-FOREST.ORG

APPLICATIONS AND SUPPORTING DOCUMENTATION MAY BE EMAILED TO:

mpeters@oak-forest.org OR clarson@oak-forest.org

PERMIT #:		EXPIRATION DATE:	
REQUIREMENTS: [1] PLAT OF SURVEY INDICATING: The proposed structure/ repair and the distance from each lot line and adjacent structures (not necessary for roof permit). [2] COPY OF SIGNED CONTRACT.			
OWNER'S NAME		PHONE	
APPLICANT'S NAME		PHONE	
JOBSITE ADDRESS		PIN# 28- _____ -0000	
APPLICANT'S EMAIL ADDRESS			
TYPE OF BUILDING: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Commercial			
PROJECT DESCRIPTION:			CONSTRUCTION VALUATION \$ _____
CONTRACTOR INFORMATION: NOTE – All trades & subcontractors <u>must be registered by the City</u> prior to issuance of this permit.			
CONTRACTOR NAME		CONTACT PERSON	
ADDRESS		CITY	ZIP
PHONE	FAX	EMAIL	
DUMPSTER COMPANY		OFC PHONE	

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked. I also understand that all work shall be completed in compliance with the City of Oak Forest Codes and Ordinances and the statutes of the State of Illinois.

Applicant Signature

Date

Reviewed and approved by:

Building Official

Date

CONDITIONS: _____

REQUIRED FEES - OFFICE USE ONLY	
Building Permit Fee	_____
Inspection Fee	_____
Plan Review Fee	_____
Retainer	_____
TOTAL FEES:	_____
PERMIT PAYMENT: CK# _____ Cash / CC	
AMOUNT PD: _____ DATE PD: _____	
RETAINER AMOUNT (if applicable): _____	
DATE PD: _____ CK# _____ Cash	
REQUIRED INSPECTIONS	

CALL 708-444-4818 TO SCHEDULE INSPECTIONS 24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS \$60 FOR FAILED/ MISSED INSPECTIONS	

CALL JULIE BEFORE YOU DIG
DIAL: 811 or go to
www.illinois1call.com



CITY OF OAK FOREST
15440 SOUTH CENTRAL AVENUE
OAK FOREST, ILLINOIS 60452

Phone 708.444.4818
Fax 708.687.1179

CONTRACTOR'S REGISTRATION APPLICATION

Name of Business: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Owner's Name: _____ Phone/Cell: _____

Phone: _____ Fax: _____ Email: _____

General Contractor (if applicable) _____

Job Site _____

REQUIREMENTS & FEES

General Contractor \$350.00 Contractors & Subcontractors (*per trade*) \$100.00

ALL CONTRACTORS MUST SUBMIT:

- 1) A signed original \$10,000.00 License & Permit Bond.
- 2) Certificate of Insurance w/Minimum Liability of \$500,000/\$1,000,000 or \$1,000,000 CSL. Certificate must also include Workers Compensation w/statutory limits.

ROOFERS must submit a copy of their state license.

ELECTRICIANS must supply a copy of an electrician's license from a community that requires a written test based on the Chicago or National Electrical Code.

PLUMBERS submitting a Dept. of Public Health Cert. (055 License) are exempt from fees & bond submittal.

Trade 1: _____ License & Permit Bond Exp: _____

Trade 2: _____ Certificate of Ins. Expiration: _____

Trade 3: _____ Workers Compensation Exp: _____

_____ **STATE:** Plumb/Roof/Elec/Lead Exp: _____

I HEREBY DECLARE THAT ALL OF THE ABOVE INFORMATION GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO COMPLY WITH ALL CITY AND STATE CODES, ORDINANCES AND LAWS NOW IN FORCE AND ANY OTHERS THAT MAY BE ENACTED DURING THE DURATION OF REQUESTED LICENSE. I FURTHER UNDERSTAND THAT DURING THIS LICENSING PERIOD, SHOULD ANY OF THE REQUIRED INSURANCE/LICENSING DOCUMENTS EXPIRE, THIS LICENSE BECOMES NULL AND VOID.

Authorized Signature: _____ Date: _____

OFFICE USE ONLY

Fees Rec: _____ Date: _____ Cash/Check: _____

Approved: _____
 BUILDING OFFICIAL

Registration No: _____ Expires: _____

Email Completed Forms to: clarson@oak-forest.org OR mpeters@oak-forest.org