



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Solar Panel Handout

A permit is required to install or replace Photovoltaic Systems (solar panels). This information is provided as a guide to the minimum code requirements for these installations.

An application must be submitted through our online portal at [lincolnwood.onlana.com](http://lincolnwood.onlana.com) (you can also access the portal by scanning QR code above). You will need to apply an “Solar Panels” permit and will need to include the following information:

- Homeowner information including name, address, telephone number and email address
- Contract between installation company and homeowner that includes the homeowner’s contact information.
- Valuation for the solar panel installation with attached proposal
- One (1) scanned pdf (not a photograph) of the plat of survey (**not** a Google Earth image nor a site plan) showing the proposed location of all solar panels.
- Indicate on the plat of survey the location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter.
- All Contractors will need to be registered with the Village (this include all subcontractors). Contractors can also register and apply for a Contractor’s License on our online portal at [lincolnwood.onlana.com](http://lincolnwood.onlana.com) (you can also access the portal by scanning QR code above).

**Please note that ground mounted arrays are prohibited.**

When installing a solar panel system, plans are required. The plans shall comply with the [2021 International Building Code](#), [2021 International Residential Code](#), [2021 Illinois Energy Conservation Code](#) and the 2021 National Electric Code.

As a part of the application, you will be required to upload one (1) scanned pdf copy of construction plans, signed and sealed, for the installation of a photovoltaic system.

- Every photovoltaic system installed on a residential roof is required to provide a signed and sealed calculation for the existing roof structure to handle the new loads.
- On the roof plan, show the required “pathways” as outlined in the [2021 International Residential Code](#) section 324.6.1. Review **zoning requirements** shown below for allowed patterns.
- Calculate the total roof area as well as the total photovoltaic array area. If the PV array sq. ft. area is less than 33% of the roof area, keep the solar panels eighteen (18) inches away from the ridges. If the PV array sq. ft. is over 33% of the roof area, keep the panels thirty-six (36) inches away from the ridges. Show this on the roof plan.
- Provide/upload documentation from ComEd’s interconnect coordinator granting approval of your PV system. In addition, include any requirements ComEd may have.
- Provide/upload the required SSCR for the PV disconnect for a supply-side connection. Include the available fault current at this location.
- Provide/upload the cutsheets for the devices used for wire management under the modules.
- Provide/upload all the calculations that are required for this PV system.
- Provide/upload legible cutsheets for all PV equipment and associated materials and devices.
- Provide/upload the cutsheets for all grounding devices.

Due to the uniqueness of each installation, additional information may be required. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work. This information is being provided to help guide you through the permit process.

See Page 2 for more information.

## **Zoning requirements:**

### **Chapter 15, Article 4, Sections:**

6.03 General development standards., (4) Solar energy collection systems.

6.09 Design Standards., (10) Solar energy collection systems.

- a. Solar energy collection systems must be mounted to the roof portion of a primary or accessory structure, Freestanding solar energy collection systems are prohibited.
- b. When mounted on a sloped roof, a solar energy collection system must be mounted in a manner such that it is generally parallel to the roof plane on which it is mounted and may not be offset from the plane of the roof more than six inches.
- c. When mounted on a flat roof. A solar energy collection system must either be mounted parallel to the plane of the roof and offset from the plane of the roof not more than six inches. or be mounted at an angle to the plane of the roof but screened in a manner that masks the equipment from view from all sides and is at least the height of the highest point of the solar energy collection system, Architectural features such as parapet walls and varying rooflines are encouraged. The means of screening rooftop equipment shall relate to the building materials, architecture and color.
- d. All exterior conduits serving a solar energy collection system must be concealed.
- e. Each panel array within a solar energy collection system is limited to a maximum of four sides. One panel array is permitted per roof plane,"