**Building Division**
Phone # 309-444-1122
Fax # 309-444-9779

# CITY OF WASHINGTON

# ROOF-MOUNT SOLAR PANEL INSTALLATION APPLICATION

**PROPERTY OWNER NAME & ADDRESS**

_____

_____

_____

**Phone:** _____

**Email:** _____

**PARCEL ID NUMBER:** _____

**CONTRACTOR NAME & ADDRESS**

_____

_____

_____

**Phone:** _____

**Email:** _____

**SITE ADDRESS:** _____

**ESTIMATED COST OF CONSTRUCTION:** $ _____

**Type of System:** (Check one) ☐ a Grid-Tied Photovoltaic (PV) System or ☐ a Residential Solar Thermal System

**Mounting Type:** ☐ Roof ☐ Other (specify) _____

**Building Type:** ☐ Dwelling ☐ Shed ☐ Barn ☐ Other (specify) _____

**Current Building Height:** _____ **Total Height with Panel:** _____ **Total Surface Area of PV Modules** _____ **sq ft**

**Total Surface Area of Each Roof Proposed to have PV Modules** _____ _____ **sq ft**

**Total Weight of PV Module and Rails on Roof** _____ **lbs Distributed Weight of PV Module on Roof** _____ **lbs/sq ft**

**Method of and type of weatherproofing for roof penetrations (i.e. flashing, caulk):** _____

**Indicate type, brand and model size including manufacturer's specification sheets of the:**

**Mounting System Manufacturer:** _____

**Make** _____ **Model** _____ **Mounting Method** _____

**Inverters Manufacturer:** _____

**Quantity** _____ **Make** _____ **Model** _____

**Modules Manufacturer:** _____

**Quantity** _____ **Make** _____ **Model** _____

**The authorized applicant/property owner's signature below hereby attests:** Owner/Applicant attests that all information contained herein and accompanying documents is true and correct and all Plans are in compliance with all applicable Codes and Ordinances of the City of Washington. If the scope of work is modified, the Owner/Applicant shall contact the City of Washington.

Signature: _____ Date: _____ Received By _____

Owner ☐ Applicant ☐

**OFFICE USE ONLY:**

**SUBDIVISION:** _____ **LOT #**_____ **ZONING:** _____

**PARCEL SIZE:** _____

**SPECIAL USE GRANTED:** ☐ YES - CASE NO. _____

**REVIEWED BY**:_____ **REVIEW APPROVAL DATE:**_____

**The following shall be submitted with the Permit Application:** (check all that apply)

☐ Site Plan
- Roof diagram identify location of solar panels
- Location of Inverters and major equipment
- Location of Roof obstructions (vents, chimneys, etc.)
- Location of Main Breaker Panel
- Location of Utility Meter
- Location of AC disconnect
- Location of batteries and/or charge controllers (where applicable)
- Gross Dimensions of Structure (roof mount systems)
- Approximate layout of building or other structure (where applicable)
- Trenching details: location, depth and length (where applicable)

☐ Roof Framing Plan (roof mounted)

☐ Electrical Diagram and Electrical Permit - Compliant with the NFPA 70 and current NEC
- One Line Diagram with the following:
  - The number of panels proposed
  - Voltage and kilowatt output rating of each panel
  - The total system voltage and kilowatt output
  - All conductor sizes
  - Ampacity of all overcurrent devices
  - Ampacity of any disconnects
  - Max ampacity of main electrical panel and any sub panel that is to be used
  - Battery Storage – If batteries are to be used with the system for storage of electricity, indicate number, size and location of batteries. Indicate grounding of batteries to storage box or rack

☐ Plumbing diagram and Plumbing Permit (solar thermal systems) – Compliant with the current State of Illinois Plumbing Code Part 890 Administrative Code

☐ Certification/Letter from a Registered Design Professional certifying that the existing structure can support the additional gravity and wind loads of the solar energy system (roof mount systems)

☐ Installation Manual for the mounting system (or the internet address of a web-based version)

☐ Signed Install/Contractor Agreement (roof mount system)

☐ The fee structure is as follows:
- 0-4 kilowatts: $75
- 5-10 kilowatts: $150
- 11-50 kilowatts: $300
- 51-100 kilowatts: $500
- 101-500 kilowatts: $1,000
- 501-1,000 kilowatts: $3,000
- 1,001-2,000 kilowatts: $5,000