

City of St. Charles Solar Installation



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)

***Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406***

A building permit is required prior a solar installation. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers, email and, if required, their license.
- The Electric Service application is also attached for you to complete and submit with the drawings and the building application.
- Electric Service Application completed with the proposed connected kW AC and whether net metering (bi-directional net meter) is desired. Whether net metering is installed or not, an Interconnection Agreement is required to be signed by the customer before the solar system can be activated, this will be provided after submittals are approved.
- Three copies of all required construction documents. All documents are to be signed and sealed by an Illinois licensed architect or structural engineer.
 - Approval letter of existing roof with all system loads to be installed.
 - Inverter manufacture's specifications install cut-sheets.
 - Module manufacture's specifications install cut-sheets.
 - Panels and anchoring manufacture's specifications install cut-sheets.
 - Racking/rail system manufacture's specifications and method of attachment.
 - One-line diagram showing where the array interconnects with the distribution panel, raceway conductor calculations, (kW AC) and estimated annual energy output (kwh)
 - Labeling per manufacture's specification (note: label and location).
 - Provide roof plan showing location of panels, equipment and all clearances.
- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance. The Planning Division will conduct a review of the project for compliance with these guidelines.

Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: (All payments are to be made either in the form of cash, check, or money order)

- **A filing fee is to be paid at time of submission of application and plans.**
 - For a **Residential** Solar Installation the submittal fee is **\$150.00**
Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.
 - For estimated cost up to first thousand (\$1,000.00) dollars, One-Hundred (\$100.00) dollars
 - For estimated cost from one thousand and one (\$1,001.00) dollars to ten-thousand (\$10,000.00). Six (\$6.00) dollars per/\$1,000.00
 - For estimated cost from ten-thousand and one (\$10,001.00) to twenty-five thousand (\$25,000.00), Two dollars and 25 cents (\$2.25) per/\$1,000.00
 - For estimate cost from twenty-five thousand and one (\$25,001.00) dollars on, One-dollar and 50 cents (\$1.50) per/\$1,000.00

- For a **Commercial or Industrial** Solar Installation the submittal fee is **\$375.00**
Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained. **They are based on the upon the estimated cost of the project:**
 - \$4,001 to \$24,000 at \$6.75 per/\$1,000
 - \$24,001 and above at \$3.10 per/\$1,000

- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
 - \$85.00 per re-inspection for all residential final inspections.

Overtime Inspections:

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Consultation Meetings:

The Building and Code Enforcement Division offers a consultation meeting where you can meet with City staff and discuss any questions or issues on your project., either in the office or on site. To schedule this meeting, please contact our office at 630.377.4406

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
 - Sections 13.08.315 and 13.08.320 of the City of St. Charles Municipal Code (Residents installing a solar system that is interconnected to the utility distribution system, requires a electric service utility meter enclosure that has a main breaker and meets all current grounding and bonding codes).
- 2015 International Building Code
- 2015 International Residential Code
- International Fire Code
- Current State Energy Code
- 2014 National Electric Code w/ St. Charles amendments
- International Solar Energy Provisions Code
- The Building and Code Enforcement Division offers a consultation meeting where you can meet with City staff and discuss any questions or issues on your project., either in the office or on site. To schedule this meeting, please contact our office at 630.377.4406

Zoning requirements for Residential and Commercial:

- Solar panels are permitted anywhere within the buildable area of the lot, subject to the same parameters as the principle building. They are not permitted yard encroachments and cannot be placed in the required yard setback areas.

Residential:

- 1) Subject to design review if located within one of the RT or CBD-2 zoning districts.
- 2) Shall not exceed the permitted maximum allowed height per zoning district.
- 3) If ground mounted, not located within an easement.
- 4) If ground mounted, must be located at least 10' from the principle structure and cannot be taller than 20'.
- 5) Subject to Historic Preservation Commission review if located in the Historic District.

Commercial:

- Subject to design review if located within the BL, BC, OR, CBD-1 and CBD-2 zoning districts.
- If ground mounted, cannot be located within an easement.
- Shall not exceed the permitted maximum allowed height per zoning districts.
- Subject to Historic Preservation Commission review, if located in the Historic District.

General Comments:

- R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
- The Permit Conditions form and stamped "FIELD COPY" of plans are to be on site for all inspections.
- A minimum 24 -hour notice is required when scheduling any inspection.
- The building permit card shall be kept on site, posted in a window visible from the street until a certificate of completeness has been issued, or final inspection has been performed.
- The approved stamped drawing shall be kept on the site of the project and available at all inspections.
- It is the responsibility of the general contractor and/or the owner to provide all the sub-contractors with a copy of all permit conditions and the inspections.
- A Final Inspection will need to be scheduled (a Building and Electric Inspector) through the Building Department. Please have the permit number and the address scheduling (630.377.4406)

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue



CITY OF ST CHARLES

Application for Building Permit for Residential Alteration Solar

DEPARTMENT: Building & Code Enforcement Division PHONE: (630) 377-4406 FAX (630) 443-4638

Application Date: _____ Parcel No. _____ Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

Sq. Ft. of construction area: _____ Existing Electric Service amps. _____ Size of existing Water Meter : _____

Will this work include moving, upgrading or replacing the Electric, Water or Sanitary Service? Yes No (circle one)

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- Building Permit Application – Completely Filled Out.
- If any roofing is conducted by anyone other than the owner we need a copy of the Roofing Contractor's Illinois State License.
- Electric Service Application completed with the proposed connected kW AC and whether net metering (bi-directional net meter) is desired. Whether net metering is installed or not, an Interconnection Agreement is required to be signed by the customer before the solar system can be activated, this will be provided after submittals are approved.
- Three copies of all required construction documents. All documents are to be signed and sealed by an Illinois licensed architect or structural engineer.
- Submittal fee of \$150.00, PAYMENT BY CASH OR CHECK PAYABLE TO CITY OF ST. CHARLES.

Owner of the Property:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Applicant:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

General Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Electrical Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

**Application - Residential
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Plumbing Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____
Illinois License No. _____

Roofing Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____
Illinois License No. _____

Concrete Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

HVAC Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ **Rejected:** _____ **Date:** _____
Signed: _____

For Office Use
Received _____
Fee Paid \$ _____
Receipt # _____
Check # _____





Electric Service Application – New Service/Upgrade

(Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Email address: _____	
Application Date: _____	Requested Service Date: _____

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	_____ 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	_____ 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	_____ Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Solar-Wind-Generator	<input type="checkbox"/> Other	

Service Panel:

Present Rating (amps) _____ Proposed Rating (amps) _____ Proposed Connected kW: _____

Present Peak kW (Demand) _____ Estimated Peak kW (Demand) _____ Proposed Interconnected kW AC _____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: _____

Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____

Legal Description (attach sheet if necessary): _____

Record Titleholder of property: _____

If property is held in trust, identify beneficial owner (s): _____

Address: _____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: _____

Street Address: _____

City/State/Zip _____ Phone: _____

Authorized representative or agent: _____

Title: _____ Phone: _____

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
Total Amount of Charges:		_____	_____

Electric Project No.: _____