CITY OF NAPERVILLE
Transportation, Engineering, & Development (T.E.D.) Business Group

RESIDENTIAL & COMMERCIAL PERMIT INFORMATION
SOLAR

APPLICATION PROCESS:
The City of Naperville requires permits for all solar installations. A permit must be obtained prior to beginning any work. To apply for a Solar/Photovoltaic permit, please visit the City of Naperville Permitting, Plans and Licensing Portal. The Permitting, Plans and Licensing Portal gathers all the information needed to apply, pay for, and manage permits in one convenient place. It is designed for use on a desktop/laptop computer.

For details on the permitting process, including submittal, reviews, fees and issuance, visit the Building Permits page.

CHECKLIST/SUBMITTAL REQUIREMENTS:
1. Provide Plat of Survey or Site Plan indicating the location of structure(s) and proposed system: modules, inverter(s), combiner boxes, disconnects, utility disconnect and meter(s), service panelboard

2. Provide a Proposed Roof Plan with dimensions indicating the number and layout of modules. The roof plan must clearly indicate the following:
   - The structure must be capable of supporting the weight of the proposed system. Provide an analysis by an Illinois licensed design professional, or provide adequate documentation that structural compliance is met prescriptively.

   - Type of Roof Framing:
     □ Wood □ Steel □ Wood Truss □ Other (Specify)

   - Size and spacing of roofing structural elements

   - Roof Covering: □ Asphalt □ EPDM/TPO □ Steel □ Other (Specify)

   - Number of existing roofing layers and estimated date of last roofing installation
     - *Where the existing roof has two or more applications of any type of roofing, new roof coverings shall not be installed without first removing all existing layers of roof coverings. 2018 IRC R908, 2018 IBC 1511.3*
     - *Please be advised: It is the responsibility of the property owner to assess the lifespan of the existing roof versus the solar panels; the life span of the solar panels may be greater than that of the existing roof. Once installed, there would most likely be an increase in costs for a roof replacement with photovoltaics in place.*

- Access Pathways shall be indicated per code requirements to allow for support of fire fighters 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 sprinklered 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

- Provide details for array mounting to the supporting structure; include rail/racking system manufacturer specifications.

- Indicate fire classification rating of proposed solar panels. (2018 IRC R902, 2018 IBC 3111.3)

3. Electrical Plan including the following (National Electrical Code 2017):
   - One Line Diagram including all circuitry, types/sizes of conduits and conductors, lengths of runs, array wiring, equipment, fusing, points of connection, disconnects, and equipment grounding.

   - Specifications from:
     □ Panel Manufacturer
     □ Inverter Manufacturer
     □ Battery Manufacturer (as applicable)

   - System Power Rating

   - Panelboard Ampere Rating
     _____ Amps Main Breaker _____ Amps Back feed Breaker _____ Amps

   - Means of system disconnection

   - All required labeling and warning signs

APPLICATION MATERIAL REVIEW PERIOD:
Complete submittals, in compliance with municipal requirements, are typically ready for permit issuance in ten (10) business days of submittal.

PERMIT ISSUANCE:
Applicants will be contacted by the building department through the Permitting, Plans and Licensing customer portal when permits are available or correction comments have been issued.

INSPECTIONS:
Inspections can be requested by the customer anytime through the Permitting, Plans and Licensing customer portal or may be scheduled via the inspection dispatch call center (Monday through Friday) from 8 am to 4 pm (closed daily from 1 pm – 2 pm) by calling **630-420-6100 Option 1**. A minimum 72 hours' notice is required. You must have the permit number and address of the property ready to tell the operator when you call in an inspection. If you must cancel an inspection, please contact the inspection desk at least 24 hours in advance to avoid an unnecessary reinspection fee.

Typical installations of residential and commercial installations require a minimum of 2 inspections (rough and final). Requirements for any additional inspections will be provided with permit issuance.

GENERAL INFORMATION:
The Development Services Counter is open to the public from 8 am to 5 pm Monday through Friday (Closed daily from 1 pm – 2 pm); 630-420-6100 Option 2.

FEES*:
Solar permit fees are as follows:

Residential -

- Application Fee: $132 (includes $18 clerical fee, $26 permit fee, and two inspections). There is no additional fee for revised plan submittals.
    - Any additional required inspections are $50 each.

Commercial -

- Subject to standard commercial fee structure of $18 clerical fee, $49/page review fee, and $68/inspection fee. A simple installation will be $203 assuming a single page submittal and two inspections. Each required inspection (and any necessary reinspection) is $68 and billed directly to customer.

- All work must be performed and completed in compliance with all adopted building codes and ordinances.

- Historical sites will have additional requirements including a Certificate of Appropriateness (COA) from the City of Naperville Historic Preservation Commission (see next page).

FOR PROPERTIES IN THE NAPERVILLE HISTORIC DISTRICT:
Per Section 6-11-8:2.15 of the Naperville Municipal Code, proposed solar panels on principle structures (where projection of the work would be visible from a public street measured by a line of sight perpendicular to the primary façade) requires review of a Certificate of Appropriateness (COA) by the Historic Preservation Commission. If a property owner in the historic district wishes to install a solar panel, the applicant will need to complete the following steps:

1. Fill out a COA Application Packet found on the Naperville City Website

2. Submit one original and one copy of all application materials at least 21 calendar days (3 weeks) prior to the scheduled Historic Preservation Commission meeting to provide sufficient review time.

3. Staff will review the application for completeness and provide any review comments. Once complete, staff will contact the applicant to schedule the case for a meeting date.

4. Prior to the scheduled meeting date, the applicant shall give written notice of the meeting to the current owner of all lots within two hundred fifty feet (250') of the subject property, exclusive of the public right of way. The written notice shall be delivered personally or may be sent by first class mail no later than ten (10) days in advance of the public meeting. The applicant shall also post notice of the public meeting on a sign visible from the street upon the subject property, for a continuous period of not more than twenty-one (21) days and not less than ten (10) days in advance of the public meeting. The applicant can check out a standard notification sign from the City for use on the subject property with a $100 deposit. The deposit will be refunded after the sign is returned to the City. If the applicant wishes to check out a notification sign, please complete the "Holding Deposit Acknowledgement" contained in the application packet and request the sign from staff at the meeting to submit the application.

5. The applicant will then attend the Historic Preservation Commission meeting to present the project and answer any questions. The commission will also hear public comments prior to making a decision on the project. The commission may approve or deny the COA application at the end of the meeting. If approved, a signed copy of the COA will be issued and emailed to the applicant.

6. The project will then require a submittal of a solar permit prior to commencement of any work similar to installation in other parts of Naperville. Upon approval of the permit work may commence.