

Solar Photovoltaic Systems



Village of Hoffman Estates

Code Enforcement

1900 Hassell Road

Hoffman Estates, IL 60169

(847) 781-2631

www.hoffmanestates.org/permits

Permit Procedure:

- Complete and sign a *Building Permit Application*.
- Permits are processed within 7-10 business days.
- All contractors must be registered, licensed and bonded accordingly.
- Copy of the manufacturer's specifications for the proposed equipment and electrical diagram.
- Two (2) copies of the plat of survey of the property indicating the proposed location of all equipment with detailed dimensions. Include distances from property lines, dwelling and any other structures. An elevation drawing showing the maximum height of proposed equipment must be submitted.
- Supply 2 copies of a detailed Construction Plans and *Scope of Work Form* or contract.
- A structural assessment report of the roof, including load calculations, uplift calculations and mounting specs.
- Solar PV is allowed as an accessory use in all residential zoning districts.

Special Requirements for all Solar Photovoltaic Systems:

- If unused for a period of 90 consecutive days, all systems must be removed.
- Systems are to be installed in compliance with the 2017 edition of the National Electrical Code Articles 690 and 694.
- Must comply with all manufacturer's specifications and structural calculations.
- Projects are subject to the Village Zoning Code regulations and may be subject to additional siting regulations upon review.

Special Requirements for Roof-Mounted Systems:

- Roof access points shall be located in areas that do not require the placement of ground ladders over openings such as windows or doors.
 - Multiple arrays shall be separated by a 3-foot-wide clear access pathway.
 - Panels and modules shall be located in a manner that provides a 3-foot-wide pathway from the eave to the ridge on each roof slope.
 - Panels and modules shall be located not less than 3 feet from the ridge.
 - Roof and structure mounted equipment shall not extend above the highest portion of the roof to which it is mounted. All roof and structure mounted equipment shall not exceed the applicable zoning district's maximum height requirements for the principal structure.
-

Special Requirements for Ground-Mounted Systems:

- All electrical transmission lines connecting system to building for ground-based systems shall be located underground.
- Equipment and appurtenances shall meet the setback requirements for accessory structures within that zoning district and are not permitted in the front yard. Equipment shall not be located in any easements.

Inspections:

- Two inspection appointments are required:
 - 1) An initial inspection is required. Initial inspection will include a base/mounting inspection and a rough electrical inspection with electrician onsite and panel covers removed.
 - 2) A final inspection is required upon completion of work.
- Call Code Enforcement at (847) 781-2631 to schedule inspection appointments.
 - Solar PV inspections require 24-hour notice.
 - Solar PV inspection appointments will be scheduled for a specific time/date.
 - All solar PV inspections will be completed within 5 days of request.