



Community Development Department
 1200 L.W. Besinger Drive - Room 206
 Carpentersville, IL 60110
 Hours: Mon-Fri 8:30 a.m. – 5:00 p.m.
 Phone: (847) 551-3478
 Fax: (847) 426-0864
<https://cville.org>

ACCESSORY SOLAR ENERGY SYSTEM (ASES) PERMIT APPLICATION

Address of ASES Location:		Date:
Applicant Name:	Applicant Phone #:	
Applicant Mailing Address:		
Applicant Email Address:		
Property Owner:	Owner Phone #:	
Property Owner Address:		
I hereby certify that I have read and understand this entire application form. I also understand that any missing or incomplete items or failure to clearly describe the proposed scope of work will cause the plan review to be delayed until the submittal is complete and/or the work is correctly described. Upon submittal of the remaining items, I understand that the plans are still subject to review by the Village and that corrective measures and/or additional information may be required.		
Applicant Signature:		Date:

Required Information for Review:

Interconnection (circle one): Off-grid / Net-metering	Electric service upgrade (circle one): Yes / No
Total Area of Solar Panels in Square Feet:	Total Construction Cost: \$
Dimensions of Each Solar Panel: x	Wattage capacity of the ASES:
Total Number of Roof Surfaces With Panels:	Total Number of Solar Panels:

Approved By:	Date:
Fee:	Permit #:

Submittal Checklist:

OK	N/A	Item Description
		Written consent of the property owner to erect the ASES, if owner is different than applicant.
		A plan showing the proposed location of the ASES on the roof, and existing structures on roof.
		Copies of the manufacturer's specifications for the ASES.
		Four (4) sets of plans and specifications depicting the method of construction, location, support, and method of attaching the ASES to the structure.

Submittal Checklist continued:

OK	N/A	Item Description
		A copy of stress sheets and calculations prepared by a licensed professional engineer showing that the structure to which the ASES will be attached can accommodate the ASES load.
		A line drawing supplied by the ASES manufacturer of the electrical components of the ASES that includes sufficient detail to allow the Village to determine code compliance.
		Written proof that the ASES conforms to applicable industry standards including those of the American National Standards Institute (ANSI).
		A certificate of compliance demonstrating that the ASES has been tested and approved by Underwriters Laboratories (UL) or other independent testing agency approved by the Village.
		Evidence that the owner has submitted notification to the electric utility company of the customer's intent to install an interconnected customer-owned ASES. (Off-grid systems are exempt from this requirement.)
		Application for electrical work (<i>include copy of electrical license from an Illinois Municipality that administers an electrical license examination</i>).

Minimum Requirements:

1. The sole purpose of all ASES shall be the production of energy for use by the principal use on the property, allowing any excess energy to tie into the electrical grid via net metering.
2. The ASES shall remain painted or finished in the color or finish that was originally applied by the manufacturer or painted a non-reflective, unobtrusive color. Panels shall be uniform in style and color.
3. No trees or vegetation shall be removed or pruned to reduce or eliminate shading of an ASES from the sun, unless warranted for good forestry practices, as determined by the Village.
4. An ASES may only be mounted on the roof of the principal building on a lot. An ASES shall not be mounted upon any other portion of any principal or accessory structure.
5. On flat roofs, an ASES may be installed at any location and angle provided that the entire ASES is completely screened from view from any street, sidewalk, or adjacent property.
6. On pitched roofs, all ASES shall be mounted flush with, parallel to, and no more than six inches above the finished surface of the roof.
7. No component of any ASES, including mounting racks, shall be permitted to tilt or rotate at a slope greater or less than the roof to which the device is attached when attached to a sloped roof.
8. With the exception of solar panels, mounting racks, pipe runs, and electrical wire connections, no portion of any ASES shall be installed on any exterior roof surface.
9. If solar panels are proposed to be installed on more than one exterior roof surface on the same structure, the fire department shall, prior to the issuance of a permit for the ASES, review and comment on the installation of the solar panels to verify that adequate roof access is provided to emergency personnel in the case of an emergency.
10. Permit fees, payable at time of permit issuance:
 - a. \$20.00 per \$1,000.00 of total construction value, minimum \$250.00.
 - b. \$0.10 per square foot of solar panels, minimum \$25.00.
 - c. Additional fees may apply if an electric service upgrade is required.
11. **Please note that there is a \$50 fee for re-inspections.**

Typical Required Inspections:

1. Final building and electrical inspection (electrician must be present).

Schedule Inspections With:

Community Development Department: (847) 551-3478

Call not later than 3:00 PM on the business day before the inspection.