



Residential Solar Panels

Village Board

Matt Brolley
Village President

Penny FitzPatrick
Village Clerk

Trustees:
Stan Bond
Peter Heinz
Steve Jungermann
Denny Lee
Doug Marecek
Theresa Sperling

Staff

Jeff Zoephel
Village
Administrator

Phillip J. Smith
Chief of Police

Rick Radde
Dir. of Public Works

Justin VanVooren
Director of Finance

Richard Young
Dir. of Community
Development

Permit Info and Checklist

- Permit required to remove, install, relocate or modify solar panels.
- All contractors must be licensed with the Village
- A plat of survey, a J.U.L.I.E. dig number and a copy of the site plan (to include height, dimensions and setbacks if applicable) and manufacturer's specs must be provided at the time of application.
- Please show the location on the plat of survey and the following:
 - Location of each panel and dimensions including height
 - If Roof Mounted: Cannot extend beyond the edge of the roof, shall be allowed to surpass the peak of the highest roofline of a pitched roof building by one (1) foot. Be allowed to be attached to 60% of a residential unit's roof. No set maximum roof coverage for flat roof buildings in any zoning district, however, shall not impede access to hatches, impede drainage system, obstruct any roof top mechanical unit or exceed wind/load capacity.
 - Ground Mounted Panels can be a maximum of twelve (12) feet high in Residential areas and a maximum of forty percent (40%) of the GM-SES area, which is defined as the vacant buildable area plus the rear yard setback minus the easement.
- Electrical plans (Must be contained within roof mounted structure).
- Structural mounting details.
- For roof mounted panels: Roof vents shall be indicated on the plans and the solar panels shall either be located six (6) inches laterally away from the vent and not over the vent, or if the solar panels are to be located over the vent they must have one (1) foot of separation from the top of the vent to allow for adequate ventilation of the building.

Please allow for a three day turn around time for permit issuance following the complete submittal of application materials.



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Required Inspections

1. Rough Electric (trench for ground mounted types) and Footing Inspection (if ground mounted).
2. Final Inspection

Inspections can be scheduled for an appointment time, rather than an appointment window.

Inspections need to be scheduled a minimum of 24 hours in advance on weekdays.

Solar PV inspections will be completed within 5 business days after inspection request.

For additional information, to apply for a permit or to schedule and inspection please contact the Building Division:

Staff

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Administrator

Phillip J. Smith
Chief of Police

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