



## **Solar Photovoltaic (PV) System Permitting Checklist**

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Village of Bensenville when applying for a permit to install a residential and commercial/non-residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

### **Codes and Design Criteria**

The Village of Bensenville has adopted the following codes:

- The 2015 international residential code published by the International Code Council is hereby adopted and incorporated in its entirety subject to the amendments set forth in section 9-2-2 of [Title 9 Building Regulations](#) of the Bensenville Village Code.
- The 2015 international building code published by the International Code Council is hereby adopted and incorporated in its entirety subject to the amendments set forth in section 9-2-3 of [Title 9 Building Regulations](#) of the Bensenville Village Code.
- The 2015 international fire code published by the International Code Council is hereby adopted and incorporated, in its entirety, subject to the amendments set forth in section 9-7-2 of [Title 9 Building Regulations](#) of the Bensenville Village Code.

Solar energy collection systems may be roof-mounted or ground-mounted in accordance with the following standards.

1. Roof-Mounted Systems: Roof-mounted systems shall adhere to the following.
  - a. Districts: Roof-mounted systems are allowed in all zoning districts.
  - b. Height: The maximum height of a roof-mounted system shall be five feet (5') above the height of the principal or accessory structure to which the system is mounted.
2. Ground-Mounted Systems: Ground-mounted systems shall adhere to the following.
  - a. Districts: Ground-mounted systems are allowed in all zoning districts.
  - b. Location: Ground-mounted systems are allowed in the interior side and rear yards.
  - c. Height: The maximum height of a ground-mounted system shall be the height limit of the applicable zoning district.

### **Required Permits**

A permit must be obtained prior to the start of any work. Complete the following permit application form and submit any additional required documents. The building permit includes electrical and zoning review.

- [General Submission Requirements](#)
- [Permit Application](#)

## Additional Required Documents

- Site Plan
  - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
- Electrical Diagram
  - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available)
  - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system

## Contractor Requirements

- The Village of Bensenville does not license contractors.
- Electric Contractors are required to submit a copy of their registration from an Illinois municipality verifying they are approved to do electrical work and to provide a \$10,000.00 Surety Bond.
- Roofing Contractors are required to submit a copy of their State of Illinois Roofing License. The person picking up and paying for the permit will be required to provide a driver's license or State of Illinois Identification Card, of which the Village will make a copy for the permit file.

## Permit Fees

- Fees will be determined on the basis of the type of improvement, the number of inspections required, and the area of the improvement as listed on the permit fee schedule.
- Application fees are required to be paid when the permit submittal is approved for all new primary structures, additions, and alterations to the same, and before the construction has begun

Complete fee information can be found in Title 9 Building Regulations [9 – 2 – 4: PERMIT FEES AND OCCUPANCY REQUIREMENTS](#) of the Village of Bensenville Code of Ordinances.

## Submit Permit Application

Permit applications can be submitted to the Community & Economic Development Department at 12. S Center St, Bensenville, IL 60106. You can also email permit applications to [permits@bensenville.il.us](mailto:permits@bensenville.il.us).

## Review Process Timeline

The Village of Bensenville is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed solar permit applications within 10 business days. These turnaround times are typical, not guaranteed. Bensenville has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

**Permit Status**

To check your permit status please call (630) 350-3413.

**Permit Expiration**

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within 60 days renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within eighteen (6) months of a permit issue date.

**Scheduling an Inspection and the Inspection Process**

To schedule an inspection please call (630) 350-3413. Typically, inspections are completed within 24 hours. The Village offers two windows for appointment times: (1) 8:00am to noon and (2) noon to 4:00pm.

**Contact Information**

If you have any questions, please contact us at: (630) 350-3413

**Address:** 12 S. Center St, Bensenville, IL 60106

**Hours of Operation**

- Monday, Wednesday, Thursday, and Friday 8:00am to 5:00pm
- Tuesday 8:00am to 6:30pm
- Saturday 9:00am to noon