



11 FEB 2019

006-19

MEMORANDUM FOR: Charles Dabah, Project Assistant, Metropolitan Mayors Caucus,  
via email to [cddabah@mayorscaucus.org](mailto:cddabah@mayorscaucus.org)

SUBJECT: Sol-Smart P-5a, P-5b and P-6 (Solar Fees and Application  
Processing) Verification

REFERENCE:

1. P-5a: Conduct a review of solar permit fees for residential and commercial solar
  - a. Fees for the installation of solar energy equipment and components are promulgated in the City of Park Ridge Municipal Code, Section 20-3-10, as follows: a flat fee of \$50.00 per application plus \$0.25 per square foot of solar collector.
  - b. These fees cover both the plan review and all inspections, and they apply to both residential and commercial projects.
  
2. P-5b: Revise or demonstrate that permit fees reflect national best practices, i.e. \$400 or less for residential, and based on cost-recovery for commercial). The City of Park Ridge's fee structure for solar equipment installation compares favorably to national best practices. With the City's fee structure, one could apply for the installation of up to 1,400 square feet of solar panels before the application fee would exceed \$400:  $\$50 \text{ base fee} + (350 / 0.25) = \$400$ ; and  $350 / 0.25 = 1,400$  square feet.

JAMES A. BROWN  
Director, Department of Community Preservation and Development  
City of Park Ridge