



4 April 2019

015-19

Solar Energy Building Permit Approval and Inspection Times

The City of Park Ridge is committed to promoting solar energy and making it easier for residents, businesses or commercial property owners to add solar panels and attendant equipment to their residence or place of business. To further these goals, the Department of Community Preservation and Development has attempted to streamline the building permit approval process in several ways. Many of these improvements, such as a Citizen Self Service portal for electronic plan submission and tracking, as well as guidelines for solar PV permit applications, can be found on the City's solar energy webpage at:

http://www.parkridge.us/community_preservation_and_development/solar_energy_in_park_ridge.aspx

Additionally, this department has instituted a policy of reviewing all solar energy permit applications within three working days. Note, however, that this policy applies only to small, residential solar projects, i.e. those 10kw or under. Larger solar energy producing projects, or those intended for non-residential properties may take longer for review.

Inspections for solar equipment installation can be scheduled with the Department either through the Citizen Self Service portal, on the phone, or in person. Department policy is to attempt to honor requests for next-day inspections, and throughout most of the year we accomplish this. Due to the inspection demand during the busier weeks of the year (usually late summer or late fall) inspections are sometimes scheduled up to four working days out. Under virtually no circumstances would an inspection request not be fulfilled within five working days.

Sincerely,

James A. Brown
Director, Department of Community Preservation and Development
City of Park Ridge