



**CITY OF PARK RIDGE**  
**Department of Community Preservation and Development**  
**Building Safety Division**

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[www.parkridge.us](http://www.parkridge.us)

## Solar Photovoltaic (PV) System Guidelines

This handout provides information regarding the application of building permits for solar photovoltaic systems and required inspections. This handout is for general information purposes only, and is not a substitute for the actual text of codes. If discrepancies arise, the code shall govern.

Note that all contractors doing work in Park Ridge must be registered with the City.

### PERMIT APPLICATION CHECKLIST

The following documents and information must be provided at the time of submittal for a solar photovoltaic system building permit. Failure to submit the appropriate information could result in the application not being accepted and/or delay in the issuance of the building permit. ***All documents should be submitted in triplicate.***

\_\_\_\_\_ **City of Park Ridge Building Permit Application.** Please ensure form is signed by the applicant and has all information filled in, including the list of contractors. Contractors must be registered with the City of Park Ridge. This permit application can be found on line at:  
[http://www.parkridge.us/assets/1/Documents/Building%20Permit%20Application%20\(Fillable%20Form\)%202018.pdf](http://www.parkridge.us/assets/1/Documents/Building%20Permit%20Application%20(Fillable%20Form)%202018.pdf)

\_\_\_\_\_ **Plat of Survey.** If there will be a solar ground unit or other ground equipment placed outside the house or building, submit the most recent Plat of Survey prepared for the property. The following information must be indicated and/or annotated on the plat (a separate scaled site plan may also be submitted):

- Location of proposed solar photovoltaic panels or equipment on the property;
- Distances of ground solar equipment to primary structure on property;
- Distances of ground solar equipment to lot lines

\_\_\_\_\_ **Manufacturer's installation instructions (2 copies).**

\_\_\_\_\_ **Plans.** Plans should indicate:

- Architecturally or structurally stamped and signed drawings (5 copies).
- Plans shall be drawn at a scale of not less than one-eighth inch to a foot on minimum sheet size of 11" x 17".

- Complete structural details indicating size and location of all structural members supporting the solar collectors.
- All details relating to the proposed photovoltaic system.

### **ZONING / APPEARANCE COMMISSION GUIDELINES FOR SOLAR PV**

Current zoning regulations as well as design guidelines for residential and commercial properties contain provisions that might inhibit or influence the installation of solar PV systems on a property. Please note the following:

- Pole height on residential properties is restricted to 8 feet for single-family homes and two-family dwellings, 12 feet for multi-family dwellings and townhouses, and 16 feet for non-residential properties. (The Planning & Zoning Commission may approve heights up to 24 feet.)
- In residential districts, accessory structures, including solar PV system equipment, must be at least 10 feet from the principal structure.
- Accessory structures (including solar PV equipment) must be at least 3 feet from all lot lines.
- Solar collector panels shall be flat on the roof or no more than three feet above the roof surface because they are then most compatible with the form of the building.
- The location of the solar collector shall not require extensive trimming or removal of trees.
- Solar collectors shall be located so that they do not reflect light into neighboring homes. (Note: The flatter the panel tilt, the smaller is the chance of reflection into neighboring properties).
- Solar collectors shall be located so that future buildings on adjacent lots will not obstruct sunlight falling on the collectors.
- Solar collectors shall lie between visually dominant lines of the house and/or the roof.
- Solar collectors shall be located so that the highest portion of the collectors does not extend over the ridge line of the roof.
- Solar collectors should be located where they are not visible from the front of the house or public street, and where possible, from other properties. If racks are used to mount the collectors, the smaller angle between the roof surface and the collector's surface, the better the collector will blend with the roof. The sides of the rack must be covered with a roof or siding material compatible with the rest of the structure.
- Solar collectors should start at the ridge line and end at the gutter.
- Spaces between collectors should be minimized, since they usually do not appear as good as collectors that fit snugly together.
- The amount of visible piping should be minimized.

### **APPLICABLE CODES**

The proposed installation must comply with:

2015 International Building Code

2015 International Mechanical Code

2015 International Fire Code

2014 National Electric Code

2015 International Solar Energy Provisions (ISEP) and City of Park Ridge Municipal Code

## INSPECTIONS

The applicant is responsible for scheduling inspections of completed work. One or more of the following inspections may be applicable:

- Electrical inspections
- Structural inspections

Construction documents (approved site copies) shall be available at all times on the job site.

Inspections can be scheduled by visiting the Community Preservation & Development Department (2<sup>nd</sup> floor, City Hall) or by calling: 847-318-5291.

