

# Solar Submittal Checklist

For: Thermal, Photovoltaic, and Hybrid Systems

*Additional information may be required depending upon the project scope.  
All drawings must be to scale, and sealed and signed by the Design Professional.*

## Submittal Documents

### Solar Thermal:

- Solar Permit Application
- Plumbing Worksheet
- Three sets of construction documents and plans
- Three sets of roof plans indicating the location of the panel installations

### Photovoltaic:

- Solar Permit Application
- Electrical Worksheet
- Three sets of construction documents and plans
- Three sets of roof plans indicating the location of the panel installations

### Hybrid System:

- Solar Permit Application
- Plumbing Worksheet
- Electrical Worksheet
- Three sets of construction documents and plans
- Three sets of roof plans indicating the location of the panel installations

## Required Construction Documents and Plans

### For All Systems:

- Report with structural calculations from an Illinois State Licensed Architect or Structural Engineer verifying that the roof structure can support all imposed loads. If the roof is found to be structurally inadequate, reinforcement drawings by an architect or an engineer, and framing details are required.
- Specification sheets and installation manuals for all components, such as recirculation pumps, panels, supporting frames and mounting.
- Provide the attachment details, flashing details, construction design for the unit and any supporting frame members for the Wind Zone, additional loading, and any site conditions.
- All documentation must be sealed and signed by the Design Professional.

### Solar Thermal Systems:

- Plumbing riser diagram showing the piping system schematic.
- Specifications for the storage tank, heat exchanger (double wall), expansion tank, thermostatic mixing valve and controller module.

### Photovoltaic Systems:

- 1-line electric schematic of the PV array configuration, inverter, power supply, disconnect, overcurrent protection, electrical panel, meter and ground.
- For battery backup systems, summarize the standby load
- Electrical calculations showing that all wire sizing has been determined with proper ampacity, conduit fill and ambient derating factors.
- Written specifications for the inverter and power supply.
- Proof of the system's compliance with NEC Article 690.

### Hybrid Photovoltaic-Thermal Systems: Please complete all of the above portions.

*If all submittal documents are complete and revisions are not required, the permit shall be issued within 3 business days. Residential permits only.  
Projects in historical districts may require additional review time.*

## Revisions

*In order to facilitate prompt review, revisions will be accepted only after all plans examiners have completed reviewing the previous submittal.*

- Submit only the sheets that are being revised (3 copies of each sheet).
- Narrative – Identifying purpose of revision and what is being revised (attached to each set) on company's letterhead paper.
- Provide permit number or address of project.
- All revisions shall be identified and clouded.

## Contractors

- Solar Contractor- Provide contact information
- Plumbing Contractor - Provide a State of Illinois Plumbing License and contact information
- Electric Contractor - Provide a license from testing municipality and contact information

## Inspections

*More than one inspection may be performed during any inspection visit (by inspector properly licensed in the trade they are inspecting).*

### Solar Thermal:

- Plumbing - Final

### Photovoltaic:

- Electrical - Rough and Final

### Hybrid System:

- Electrical - Rough and Final
- Plumbing - Final

# Solar Permit Application

For: Thermal, Photovoltaic, and Hybrid Systems

Please type or print in ink. All applicable lines must be completed.

## General Information

Property Address (1234 Main Street format only, please): \_\_\_\_\_ Floor/Unit #: \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ X \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Address (if different): \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Work Valuation (required): \$ \_\_\_\_\_  
 Architecture Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Architect Email Address: \_\_\_\_\_

## Building Use

(Check all that apply)

- Multi-Family Rental: # of units \_\_\_\_\_
- Single Family       Commercial       Addition
- Garage               Office               Condo
- Restaurant         Educational       Retail
- Exterior Reno.     Interior Reno.     Health Care
- Other: \_\_\_\_\_

Office Use Only

Application #: \_\_\_\_\_ Owner Occupied:  Yes  No  
 Landmark/Historic District:  Yes (Complete bottom of app. and pres. worksheet)  No

### 24 HOUR EMERGENCY CONTACT-DURING CONSTRUCTION:

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

## Contractor Information

Please enter the contractors necessary for this job. If the contracts are out to bid, this portion can be completed prior to permit issuance

General Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Evanston License #: \_\_\_\_\_ ---- Expiration Date: \_\_\_\_\_  
 Plumber Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 IL State License #: \_\_\_\_\_  
 Electrical Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City Where Licensed: \_\_\_\_\_ ---- License #: \_\_\_\_\_

## Landmark or Historic District

This section is to be completed only if the property where the panel(s) is to be installed is a landmark or is in a historic district.

Are there any exterior modifications to the property?

- If YES, you must apply for a Certificate of Appropriateness
- If no, sign and print your name here: \_\_\_\_\_

I have completed this application honestly and to the best of my knowledge. I understand that all work performed pursuant to this application shall be in strict compliance with all provisions of the City of Evanston statutes, laws, rules, regulations and ordinances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_