

### City of St. Charles Solar Installation



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)

***Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406***

A building permit is required prior a solar installation. The following are guidelines and comments for obtaining a building permit.

#### **Application and Drawings Procedures:**

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers, email and, if required, their license.
- The Electric Service application is also attached for you to complete and submit with the drawings and the building application.
- Electric Service Application completed with the proposed connected kW AC and whether net metering (bi-directional net meter) is desired. Whether net metering is installed or not, an Interconnection Agreement is required to be signed by the customer before the solar system can be activated, this will be provided after submittals are approved.
- Four copies of all required construction documents. All documents are to be signed and sealed by an Illinois licensed architect or structural engineer.
  - Approval letter of existing roof with all system loads to be installed.
  - Inverter manufacture's specifications install cut-sheets.
  - Module manufacture's specifications install cut-sheets.
  - Panels and anchoring manufacture's specifications install cut-sheets.
  - Racking/rail system manufacture's specifications and method of attachment.
  - One-line diagram showing where the array interconnects with the distribution panel, raceway conductor calculations, (kW AC) and estimated annual energy output (kwh)
  - Labeling per manufacture's specification (note: label and location).
  - Provide roof plan showing location of panels, equipment and all clearances.
- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance. The Planning Division will conduct a review of the project for compliance with these guidelines.

*Our goal is to complete the review of your building permit within 10 working days.*

**Application – Permit Fees: (All payments are to be made either in the form of cash, check, or money order)**

- **A filing fee is to be paid at time of submission of application and plans.**
  - For a **Residential** Solar Installation, the submittal fee is **\$240.00**  
**Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.**
  - For estimated cost up to first thousand (\$1,000.00) dollars, One-Hundred (\$100.00) dollars
  - For estimated cost from one thousand and one (\$1,001.00) dollars to ten-thousand (\$10,000.00). Six (\$6.00) dollars per/\$1,000.00
  - For estimated cost from ten-thousand and one (\$10,001.00) to twenty-five thousand (\$25,000.00), Two dollars and 25 cents (\$2.25) per/\$1,000.00
  - For estimate cost from twenty-five thousand and one (\$25,001.00) dollars on, One-dollar and 50 cents (\$1.50) per/\$1,000.00
- For a **Commercial or Industrial** Solar Installation, the submittal fee is **\$375.00**  
**Additional fees** for your permit are to be paid at the time the permit is approved and ready to be obtained. **They are based on the upon the estimated cost of the project:**
  - \$4,001 to \$24,000 at \$6.75 per/\$1,000
  - \$24,001 and above at \$3.10 per/\$1,000
- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - \$85.00 per re-inspection for all residential final inspections.

**Overtime Inspections:**

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

**Consultation Meetings:**

The Building and Code Enforcement Division offers a consultation meeting where you can meet with City staff and discuss any questions or issues on your project., either in the office or on site. To schedule this meeting, please contact our office at 630.377.4406

## **Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
  - Sections 13.08.315 and 13.08.320 of the City of St. Charles Municipal Code (Residents installing a solar system that is interconnected to the utility distribution system, requires a electric service utility meter enclosure that has a main breaker and meets all current grounding and bonding codes).
- 2015 International Building Code
- 2015 International Residential Code
- International Fire Code
- Current State Energy Code
- 2014 National Electric Code w/ St. Charles amendments
- International Solar Energy Provisions Code
- The Building and Code Enforcement Division offers a consultation meeting where you can meet with City staff and discuss any questions or issues on your project., either in the office or on site. To schedule this meeting, please contact our office at 630.377.4406

## **Zoning requirements for Residential and Commercial:**

- Solar panels are permitted anywhere within the buildable area of the lot, subject to the same parameters as the principle building. They are not permitted yard encroachments and cannot be placed in the required yard setback areas.

### **Residential:**

- 1) Subject to design review if located within one of the RT or CBD-2 zoning districts.
- 2) Shall not exceed the permitted maximum allowed height per zoning district.
- 3) If ground mounted, not located within an easement.
- 4) If ground mounted, must be located at least 10' from the principle structure and cannot be taller than 20'.
- 5) Subject to Historic Preservation Commission review if located in the Historic District.

### **Commercial:**

- Subject to design review if located within the BL, BC, OR, CBD-1 and CBD-2 zoning districts.
- If ground mounted, cannot be located within an easement.
- Shall not exceed the permitted maximum allowed height per zoning districts.
- Subject to Historic Preservation Commission review, if located in the Historic District.

## General Comments:

- R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
- The Permit Conditions form and stamped “FIELD COPY” of plans are to be on site for all inspections.
- A minimum 24 -hour notice is required when scheduling any inspection.
- The building permit card shall be kept on site, posted in a window visible from the street until a certificate of completeness has been issued, or final inspection has been performed.
- The approved stamped drawing shall be kept on the site of the project and available at all inspections.
- It is the responsibility of the general contractor and/or the owner to provide all the sub-contractors with a copy of all permit conditions and the inspections.
- A Final Inspection will need to be scheduled (a Building and Electric Inspector) through the Building Department. Please have the permit number and the address scheduling (630.377.4406)

## Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
  - Electric Utilities                      Red
  - Comcast (Cable)                      Orange
  - Northern Illinois Gas (NICOR)      Yellow
  - Sewer Utilities                      Green
  - Telephone Utilities                      Orange
  - Water Utilities                      Blue

City of St. Charles  
Municipal Electric Office  
Two East Main Street – St. Charles IL 60174  
630-377-4407



**Electric Service Application – New Service/Upgrade**  
(Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Email Address: _____	
Application Date: _____	Requested Service Date: _____

<b>Existing Building</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Upgrade Service <input type="checkbox"/> Relocate Service <input type="checkbox"/> Convert OH to UG	<b>Other</b> <input type="checkbox"/> Temp Connection <input type="checkbox"/> Street Lights <input type="checkbox"/> Traffic Signals <input type="checkbox"/> New Service <input type="checkbox"/> Relocate <input type="checkbox"/> Antenna Site <input type="checkbox"/> Signage Lights <input type="checkbox"/> Solar-Wind-Generator	<b>New Building</b> <input type="checkbox"/> Residential: Single family <input type="checkbox"/> Residential: Multi Family estimated # of units _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Commercial: Multi Family estimated # of units _____ <input type="checkbox"/> Industrial <input type="checkbox"/> Other	<b>Service Voltage Requested</b> <input type="checkbox"/> Single Phase 120/240 <input type="checkbox"/> Three Phase _____ 120/208 _____ 277/480 _____ Other
<b>Service Panel:</b>			
Present Rating (amps) _____		Proposed Rating (amps) _____ Proposed Connected kW: _____	
Present Peak kW (Demand) _____		Estimated Peak kW (Demand) _____ Proposed Interconnected kW AC _____	

<b>SERVICE ADDRESS</b> (A complete and accurate service address is required before service may be installed)	
Street Address: _____	
Subdivision: _____	Lot # _____ Real Estate Permanent Tax # _____
Legal Description (attach sheet if necessary): _____	
Record Titleholder of property: _____	
If property is held in trust, identify beneficial owner (s): _____	
Address: _____	

<b>CUSTOMER BILLING INFORMATION</b> (This information will be used for utility billing purposes)	
Name: _____	
Street Address: _____	
City/State/Zip _____	Phone: _____
Authorized representative or agent: _____	
Title: _____	Phone: _____

**BUILDING DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES****Charges Calculated by:** \_\_\_\_\_**Date:** \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
<b>Total Amount of Charges:</b>		_____	_____

**Electric Project No.:** \_\_\_\_\_

**CITY OF ST CHARLES**  
**Application for Building Permit for Residential Alteration Solar**



**DEPARTMENT: Building & Code Enforcement Division**

**PHONE: (630) 377-4406 FAX (630) 443-4638**

**Application Date:** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_, do hereby apply for a permit for the following described work**

**located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_**

**Description of proposed work: \_\_\_\_\_**

**Sq. Ft. of construction area: \_\_\_\_\_ Existing Electric Service amps. \_\_\_\_\_ Size of existing Water Meter : \_\_\_\_\_**

**Will this work include moving, upgrading or replacing the Electric, Water or Sanitary Service? Yes No (circle one)**

**Check List for Submittal of Application:**

- ☐ Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- ☐ Is your property located in the RT or CBD Zoning District? If yes, your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- ☐ Building Permit Application – Completely Filled Out.
- ☐ If any roofing is conducted by anyone other than the owner we need a copy of the Roofing Contractor's Illinois State License.
- ☐ Electric Service Application completed with the proposed connected kW AC and whether net metering (bi-directional net meter) is desired. Whether net metering is installed or not, an Interconnection Agreement is required to be signed by the customer before the solar system can be activated, this will be provided after submittals are approved.
- ☐ Three copies of all required construction documents. All documents are to be signed and sealed by an Illinois licensed architect or structural engineer.
- ☐ **Submittal fee of \$240.00, PAYMENT BY CASH OR CHECK PAYABLE TO CITY OF ST. CHARLES.**

**Owner of the Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Electrical Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Application - Residential  
Alteration - Solar  
Page 2**

**Plumbing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

**Roofing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

**Concrete Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**HVAC Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.**

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**For Office Use**

**Received** \_\_\_\_\_

**Fee Paid \$** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Check #** \_\_\_\_\_



# City of St. Charles

## Customer-Owned Generating Facilities

### Interconnection Agreement Permit Requirements



Public Works – Electric Services Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4407 (Office)  
<http://www.stcharlesil.gov>

*Please direct questions related to self-generation interconnections or Fair Solar Credits to the City of St. Charles Electric Services Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4407*

The below include the standard submittal requirements related to solar installations and interconnection with the City's electric distribution system.

#### **Application and Drawings Procedures:**

- ▶ City Code covering the basic requirements related to customer self-generation interconnection and Fair Solar Credits for renewable energy generation is found in sections 13.08.315 and 13.08.320 of the City of St. Charles Municipal Code.
- ▶ Drawings must be submitted in accordance with the Building and Code Enforcement Division Solar Installation Permit.
- ▶ Required Submittal Information to be included with the Solar Installation Permit Application:
  - Array size (kW) and estimated annual energy output (kwh)
  - Product cut sheets:
    - Solar panels
    - Inverter equipment
    - Mounting hardware
    - Battery components (if applicable)
  - Electric one-line showing where the array interconnects with the service main electric distribution panel
  - If roof mounted, structural analysis validating integrity of the roof
  - If “net metering” is requested, Electric Service Application submittal is required

**Application – Permit Fees: (All payments are to be made under the required Building and Code Enforcement Division permit.)**

- ▶ In addition to the standard building permit fees, these additional fees as appear in the interconnection agreement may apply:
  - City Electric Engineering review of the submittal
  - City Electric Engineering hours to develop interconnection agreement
  - Cost for bi-directional meter, if net metering is requested
  - Inspection cost upon completion of the installation to insure compliance with ANSI standards with regard to back-feed prevention
- ▶ These additional fees will be individually developed based on the application

**Additional Comments/Requirements:**

**Consistent with City Code Section 13.08.315, the Electric Utility requires each installation to:**

- ▶ Complete and sign an Interconnection Agreement
- ▶ Final inspection will not be scheduled prior the completion of the Interconnection Agreement
- ▶ Any array interconnected without a completed Interconnection Agreement will be considered to be in violation of City Code and shall be required to be disconnected as required by the Interconnection Agreement.

**General Comments:**

- ⇒ Inspections of the solar panel installation and all wiring shall be scheduled through the Building and Code Enforcement Office – 630.377.4410.
- ⇒ Verification that the system will not back-feed the electric grid during a power outage will be conducted by the Electric Division during the final inspection scheduled through the Building and Code Enforcement permit office.
- ⇒ All documents MUST be submitted to the City of St. Charles Building and Code Enforcement office, approved, applicable fees paid and a permit issued prior to any work beginning.