



## Green Permit Program Solar Panel- Project Submittal Checklist

Date:	Project Address:
-------	------------------

Please provide the applicable documentation from the following list as required by the Department of Buildings Green Permit Program. Required forms and more information can be found at our website [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

GENERAL REQUIREMENTS	
<input type="checkbox"/> <b>Building Permit</b>	<p>Provide a completed <i>Building Permit Application</i> using black ink only. Correction fluid/tape is not allowed. The project address and the complete description of work stated on the application must agree with the address and the scope of work as detailed in the accompanying plans. Pay close attention to include the following items:</p> <p><b>Contractor Information:</b> The contact information and license numbers Of the general contractor and all applicable subcontractors must be listed on page five of the <i>Building Permit Application</i>. Please provide as much of this information as possible for the permit submittal meeting. This information must be provided before the permit will be issued. The General Contractor must sign page six (6) of the <i>Building Permit Application</i>.</p> <p><b>Building Owner Information:</b> The legal owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>.</p> <p><b>Architect or Structural Engineer of Record Information:</b> The <b>Illinois licensed</b> architect or structural engineer of record must sign and wet ink stamp page six (6) of the <i>Building Permit Application</i>. This must be done prior to the submittal appointment.</p> <p><b>PIN:</b> The Property Identification Number for each parcel of land associated with the scope of work must be indicated on the <i>Building Permit Application</i>.</p>
<input type="checkbox"/> <b>Electrical Permit</b>	<p>An <i>Electrical Permit Application</i> form must be completely filled out and submitted in order to show the scope of all electrical work at the DOB permit submittal meeting. DOB no longer requires that a licensed electrical contractor sign the application at the time of permit submittal. However, the <i>Electrical Permit Application</i> must be signed by a licensed electrical contractor before the permit is issued.</p>
PERMIT DRAWINGS AND CALCULATIONS	
<input type="checkbox"/> <b>Structural Calculations</b>	<p>Must be signed and sealed by an Illinois licensed Architect or Structural Engineer</p>
<input type="checkbox"/> <b>Solar Panel Cut Sheets</b>	<p>Manufacturer solar panel cut sheets</p>
<input type="checkbox"/> <b>Plans</b>	<p>Provide 3 complete sets of permit drawings that are signed and wet-ink stamped by the <b>Illinois licensed</b> architect or structural engineer of record. Scale shall be min. 1/8"=1'-0"</p>
<input type="checkbox"/> <b>Stamping of Plans</b>	<p>The <b>Illinois licensed</b> architect or structural engineer of record must wet ink stamp and sign the cover sheet of the submitted plans. All other sheets shall be wet ink stamped and signed by the <b>Illinois licensed</b> design professional that is responsible for the preparation of each sheet.</p>

<input type="checkbox"/> <b>Project Address</b>	Title Block shall include the project address on each drawing sheet
<input type="checkbox"/> <b>Certification Statement</b>	The following statement must be on the cover sheet of each permit set of plans: <i>"I hereby certify that these plans were prepared by me and to the best of my professional knowledge they comply with the Chicago Building Code."</i> This statement must be signed and wet-ink stamped by the <b>Illinois licensed</b> architect or structural engineer of record.
<input type="checkbox"/> <b>Surveys</b>	Provide two (2) embossed original surveys less than 60 days old from the date of permit submittal.
<input type="checkbox"/> <b>Code Matrix</b>	Provide a completed Code Matrix on the cover sheet of the plan sets. The code matrix should be modified to include only the items pertinent to the project.
<input type="checkbox"/> <b>Site Plan</b>	Provide a Site Plan drawn to scale. The Site Plan must include a north arrow, site dimensions, street names, and state the address of the project. Include the dimensions of all required setbacks of the building from property lines, the construction type, and the number of stories. The dimensions of the solar panels (PV or solar thermal) setback from the building faces shall also be included.
<input type="checkbox"/> <b>Building Elevations</b>	Indicate all necessary dimensions to determine the height of the building, parapets and solar panels.
<input type="checkbox"/> <b>Roof Structural Framing Plan</b>	Include structural framing member information
<input type="checkbox"/> <b>Structural connection</b>	Provide details of solar panel connection to the roof structure.
<input type="checkbox"/> <b>Electrical Single Line Diagram</b>	Call out the wiring or cable designation, all conduit size and type and all required grounding and bonding methods. Clearly identify all disconnects, motors, meters, panels and other equipment as required.
<input type="checkbox"/> <b>Plumbing Riser Diagram</b>	Provide plumbing riser diagram for the water supply, distribution and vent systems. Indicate the sizes of all piping. Label all plumbing fixtures and equipment. (For Solar Thermal Panels ONLY)
<b>FEE STRUCTURE</b>	
<input type="checkbox"/> <b>Building Permit Fee</b>	Building permit fee calculation is based \$500 per array for the first four (4) arrays. \$250 per additional array.
<input type="checkbox"/> <b>Building Permit Deposit</b>	50% of total building permit fee due at permit submittal meeting. Please make checks payable to <b>The City of Chicago Department of Revenue</b>

I have read and understand the Green Permit Program Solar Panel Permit Submittal Checklist. I understand that all items must be complete and submitted to the Green Permit Program Project Administrator for review before permit issuance.

Applicants Name: \_\_\_\_\_  
(PLEASE PRINT)

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

PA Initials: \_\_\_\_\_

**\*If you have questions regarding the items above or the Green Permit Process please contact Ms. Sophie Marie Martinez at [Sophie.Martinez@cityofchicago.org](mailto:Sophie.Martinez@cityofchicago.org)**