



Solar Panel Permit Application

Community Development Department

Phone: (708) 354-1860 - Fax: (708) 354-9445
Email: building@countryside-il.org

For your convenience, the current codes are available on the web site
at: https://codelibrary.amlegal.com/codes/countrysideil/latest/countryside_il/0-0-0-21099#rid-0-0-0-21112

Date: _____ **Commercial** **Multi-Family** **Single-Family** **Condominium**
SOME FIELDS ARE REQUIRED FIELDS AND MUST BE COMPLETED

Property Owner: _____ **Owner Address:** _____
(Including street number, street name, and unit number, where applicable)

Project Address: _____ **Phone:** _____
(Including street number, street name, and unit number, where applicable)

E-Mail: _____ ← This is a required field

Construction Cost: \$ _____ **Square Foot** _____ **Identify & Describe Work:** _____

Type of System	Roof Structure	Mounting System	Required Submittal Checklist
Photovoltaic	Roof structure appears sound to support solar weight load without deterioration or sagging	Total weight PV Modules/Rails (in lbs)	Site Plan / Plat of Survey
Thermal (Water)		Total number of attachment points	Roof Install Plan
Pole Mount	Yes	Max spacing between attachment points on rail	Manufacture Specifications and Photos
Primary Structure	No	Total surface area in square feet of PV modules	Framing Details
Ancillary Structure	Report Attached	Manufacture product name/number	Structural Plans

PERMISSION IS REQUESTED TO: **INSTALL** **ALTER** **REPAIR** **REMOVAL**

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application. I also understand that I am responsible for all plan review and engineering fees. All work must be done in accordance to applicable codes and of the Ordinance of City of Countryside. This department must be notified for inspection, not less than 24 hours before closing in any conduit or other electrical material used.

Applicant Signature: _____ **Date** _____

Printed Name: _____ **Company Represented:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Staff Use Only:

Permit Number: _____

PERMIT FEE: \$ _____ PLAN REVIEW FEE: \$ _____ TOTAL PERMIT COST: \$ _____

RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED:

Building Commissioner Approval: _____ **Date** _____

OTHER SIDE PLEASE ⇨



Notice of Self Certification

	Yes	No	N/A
This application is to install a solar energy system and is designed to mitigate the specific, adverse impact upon the public health, safety and environmental conditions of the neighborhood and to be in compliance with all applicable codes and ordinances			
The solar energy system being proposed for installation is in compliance to meet all applicable health and safety standards and requirements as imposed by the State and Local permitting authorities			
If the solar energy system being proposed is for heating water, the system shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized agency. The certification shall be for the entire solar energy system and installation. <small>(Note: SRCC is a non-profit third party that is supported by the United States Department of Energy.)</small>			
A solar energy system for producing electricity shall meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronic Engineers, and accredited testing laboratories such as Underwriters Laboratories (UL).			
Signature of Homeowner or Permit Applicant:	Date:		

Fees and Fines for Violations of the City Building Codes

Work started without a permit: For any and all work which is started without first obtaining the proper or required permits, the following fees shall be assessed:

One and Two Family Residential properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$150.00 whichever is greater.

Commercial, Industrial and Multi-Family properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$250.00 whichever is greater.

Any person or company in violation of this section a two or more times shall be issued a citation to appear before the City of Countryside Adjudications where a fine up to \$750.00 per day may be ordered.

Failed Inspections: A \$75.00 re-inspection fee shall be assessed for each failed inspection on work covered under the scope of an issued permit. The re-inspection fee must be paid prior to scheduling the next inspection.

Work Not Ready For Inspection: An additional \$150.00 fee shall be assessed for each scheduled inspection for which the work is not complete or access is not provided to the job site by the contractor, owner or agent.

Improper Display of Permit Placard: A \$25.00 fine shall be assessed for any work being completed without properly displaying the permit placard. The permit placard shall be displayed on the front of the building and be clearly visible from the public way.

Set up Inspections

Please speak with a person in the building department to set up inspections. Please have the permit number and address ready when calling for inspections. Please DO NOT leave inspection request on voicemail. All inspections must be called in before 3pm the day before an inspection. We are unable to do same day inspections. An Authorized agent must be present for the inspection.

Inspection Type	Required
Rough Framing	Yes
Rough Electrical	Yes
Rough Plumbing (Hot Water System)	If Applicable
Final Framing	Yes
Final Electrical	Yes
Final Roofing	Yes
Final Plumbing (Hot Water System)	If Applicable

Contractor Listing for Permit Application

Community Development Department

Property Owner: _____ **Owner Address:** _____ **Project Address:** _____
(Including street number, street name, and unit number, where applicable)

GENERAL CONTRACTOR: _____ **Address:** _____
(Including street number, street name, and unit number, where applicable)

Phone: _____ **Fax:** _____ **E-mail:** _____
Required

Contractor	Address, City, State, Zip	Phone & E-Mail
Architect <small>(doesn't require a Countryside Registration)</small>		
Structural Engineer <small>(doesn't require a Countryside Registration)</small>		
Carpenter		
Electrician		
Roofer		
Plumber		

Contractor Type	Countryside Requirements	Annual License *	After July 1 *	Original Surety Bond	COI *30 day Notice*
Plumber – 055 & 058 Lawn sprinkler – review upon submittal Fire sprinkler – review upon submittal Fire alarm – review upon submittal Burglar alarm – 127 & electrical Roofer – 104 & 105	Contractors who are required to be licensed by the state of Illinois shall provide the following:	\$ 0.00 No money required* State license ID verification required	\$ 0.00	\$ 0.00 Bond Not Required*	Copy of insurance provided to state (showing current coverage)
Demolition	Demolition *(knocking down a building)	\$100.00	\$50.00	40,000.00	\$1,000,000.00
Electricians Tested and licensed by an Illinois municipality	Copy of license where tested	0.00 No money required*	0.00	20,000.00	1,000,000.00
Example: Fence Erector, Carpenter, Hvac, Asphalt Concrete, Brick Mason General Contractor, Landscape, Window/Door – Gutter – Siding Installers	Contractor All contractors that are required to Pull or are added to permits must provide the following →	\$100.00	\$50.00	20,000.00	1,000,000.00
Swing set installer, Painting, Floor covering, Landscape maintenance, Gutter cleaning, Window washing, Rubbish removal and Snow plowing are typical examples of work allowed under the Limited Contractor License.	Limited Contractor	\$100.00	\$50.00	0.00	1,000,000.00

License Required: In addition to the license requirement, a bond and evidence of public liability insurance is required.

Term of License, Proration of Fee: All such licenses shall be due on January 1 of each year and shall expire on December 31 following the date of issuance; and when issued after July 1, the fee to be paid shall be prorated to one-half (1/2) of One Hundred dollars.

ELECTRONIC COPIES OF BONDS ARE ACCEPTED
LIABILITY INSURANCE - CITY OF COUNTRYSIDE AS "CERTIFICATE HOLDER" WHEN REQUIRED
 * 30 DAY WRITTEN NOTICE OF CANCELLATION ON COI

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Suspension of License: In addition to other remedies permitted by this code including, but not limited to, citation and prosecution, the building official may suspend the license of a contractor for up to sixty (60) days.

Licenses may be suspended due to:

Factual errors, discrepancies, or falsification on license application, insurance, bond, building permit or construction documents or probable cause to believe that work performed by this contractor is not be compliant with the adopted codes, ordinances, and regulations of the city of Countryside, as evidenced by investigation, inspection, and/or previous convictions within the past three (3) years for violations of applicable codes, ordinances, or regulations within the city of Countryside.

Revocation of License: Licenses not reinstated within sixty (60) days of suspension shall be revoked. No revoked license shall be reissued within one year of the suspension date. Any license revoked more than once within a three (3) year period shall not be reissued within three (3) years of the latest suspension date.