



CITY OF HIGHLAND PARK
SOLAR PERMIT APPLICATION
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
 1150 Half Day Rd., Highland Park, IL 60035
 (P) 847.432.0808, (F) 847.926.8885
 (W) www.cityhpil.com, (E) building@cityhpil.com



PERMIT APPLICATION INSTRUCTIONS

- 1) Complete the Project Checklist below.
- 2) Complete and sign Page 2, including the property owner(s) signature(s).
- 3) Compile copies of all drawings, proposals, licenses, insurance, etc.
- 4) Submit ALL documents with signature(s) to the Building Division.

IMPORTANT NOTES

- 1) Visit www.cityhpil.com/building to view all submittal requirements and current codes & amendments.
- 2) **ONLY complete submittals for residential rooftop installations are eligible for 3 business day turnaround.**
**Note: Landmark homes and homes in historic districts are not eligible.*
- 3) Incomplete submissions will result in delays.
- 4) Separate forms required for Building, Plumbing, Mechanical, Exterior, Fire Alarm, Fire Sprinkler, Tents, Tree Removal/Preservation, Obstruction, Right of Way, Signs, Letter of Intent, & Structure Demolition.

Construction Site Address: _____ Cost of Construction: _____

PROJECT CHECKLIST (ALL ITEMS REQUIRED)

- | | | | |
|--|---------------------------------------|---|--|
| Select: <input type="checkbox"/> New | <input type="checkbox"/> Modification | <input type="checkbox"/> Reinstall (for roof) | <input type="checkbox"/> Electrician's license (from a testing municipality) |
| Select: <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | | <input type="checkbox"/> Equipment Documentation / Cut Sheets |
| Select: <input type="checkbox"/> Rooftop | <input type="checkbox"/> Ground Mount | | <input type="checkbox"/> Architectural and Electrical Drawings |
| Historical? <input type="checkbox"/> Yes | <input type="checkbox"/> No | | <input type="checkbox"/> Detailed component layout including panel layout, meter, inverter, disconnect, dimensions, etc. |
| <input type="checkbox"/> Completed Solar Application | | | <input type="checkbox"/> Framing plans and details |
| <input type="checkbox"/> Signed by property owner | | | <input type="checkbox"/> Mount/rail diagram |
| <input type="checkbox"/> IL Structural Engineer certified documents/calculations | | | <input type="checkbox"/> Plat of survey and detailed site plan |

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: solar@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



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Approval _____

Visit www.cityhpil.com/building for submission requirements and a list of adopted codes & amendments.

Construction Site Address: _____ Permit No: _____

PROPERTY OWNER INFORMATION

Name(s): _____ Phone 1: _____

Phone 2: _____
Address: _____ Email 1: _____

Email 2: _____

CONTRACTOR INFORMATION

GENERAL CONTRACTOR

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
License Number: _____ Exp. Date _____

ELECTRICAL CONTRACTOR Check if acting as General Contractor

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
License Number: _____ Exp. Date _____

*Reminder: Include copy of license(s)

INVOICING / SIGN & DATE

Invoice To: Homeowner Applicant/Contractor
Billing Customer Num. (if known): _____

Property Owner: _____
*****ALWAYS REQUIRED*****
Applicant: _____
(If different than property owner)

INTERNAL USE ONLY

Waiver(s) Required Guarantee Deposit(s) Required
 Historic Floodplain HOA Approval

 In-House Review Third Party Review

Total Permit Fees: \$ _____
Total Deposits: \$ _____
Total Due: \$ _____

Sign & Date