



**CITY OF HIGHLAND PARK**  
**SOLAR PERMIT APPLICATION REQUIREMENTS**

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](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)



Visit [www.cityhpil.com/building](http://www.cityhpil.com/building) for a complete list of adopted codes and amendments.

<b>Required Documents</b>		<b>Document Attached</b>
(other information or documentation may be required based on the details of a property or proposal)		
<ul style="list-style-type: none"> <li>• Solar Permit Application</li> </ul>		
<ul style="list-style-type: none"> <li>○ Indicate if property is in a flood plain or historical (if known)</li> <li>○ Signed by property owner and Applicant (if different than property owner)</li> </ul>		
<ul style="list-style-type: none"> <li>• Architectural &amp; Electrical Drawings</li> </ul>		
<ul style="list-style-type: none"> <li>○ Detailed component layout including panel layout, meter, inverter, disconnect, dimensions, etc.</li> <li>○ Framing plans &amp; details</li> <li>○ Mount/Rail diagram</li> <li>○ Plat of Survey &amp; detailed site plan (with all measurements, including existing versus new, if changing)</li> </ul>		
<ul style="list-style-type: none"> <li>• Detailed Scope of Work / Contractor Proposal</li> </ul>		
<ul style="list-style-type: none"> <li>• Structural review letter, calculations, and drawings signed &amp; sealed by an Illinois Structural Engineer</li> </ul>		
<ul style="list-style-type: none"> <li>• Electrician's license (from a city or municipality in which a test was taken and passed)</li> </ul>		
<ul style="list-style-type: none"> <li>• Equipment documentation / cut sheets</li> </ul>		
<ul style="list-style-type: none"> <li>• Letter of Homeowner's Association approval (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>• Proof of Ownership (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>• Tree preservation/removal permit (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>○ No heavy equipment, no material storage, and only hand dig holes under driplines of trees</li> <li>○ Call Forestry 847.926.1179 for further information or with questions</li> </ul>		
<b>Other Items to Note</b>		
(not inclusive and specific proposals may follow different or additional requirements)		
Important Code References	<ul style="list-style-type: none"> <li>• Snow load 30 lb/ft<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• 2018 IRC, Section R324 &amp; Section R327</li> </ul>
	<ul style="list-style-type: none"> <li>• Wind design 90 mph</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 IRC, Section M2301</li> </ul>
	<ul style="list-style-type: none"> <li>• City Ordinance O56-2021</li> </ul>	<ul style="list-style-type: none"> <li>• 2017 NEC, Article 690 &amp; Article 706</li> </ul>
	<ul style="list-style-type: none"> <li>• City Code Section 150.415</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 IFC, Section 1204</li> </ul>
<ul style="list-style-type: none"> <li>• Zoning / Historic / Floodplain Maps: <a href="http://www.cityhpil.com">www.cityhpil.com</a> (Development &gt; Property Search &gt; Map Gallery)</li> <li>• Height may not exceed 10% of maximum height limitation for principal structures</li> <li>• Three (3) business day reviews available for residential rooftop installations <b>(not available for historical properties)</b></li> <li>✓ Residential only</li> <li>✓ Rooftop only</li> <li>✓ Complete submissions only</li> <li>• Commercial and Multi-Family: Must be reviewed by the Plan and Design Commission</li> <li>• Required Inspections (3): 1-Preliminary Site Visit, 2-Rough, 3-Final</li> </ul>		

**PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: [solar@cityhpil.com](mailto:solar@cityhpil.com)**

**PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: [buildinginspections@cityhpil.com](mailto:buildinginspections@cityhpil.com)**