



City of Clinton Building Permit Application For Solar Power Installation

OWNER/CONTRACTOR INFORMATION

Property Owner Signature Required

Contractor Signature Required

Contractor

Property Owner

Name: _____

Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

PROPOSED SOLAR PROJECT

REQUIRED INFORMATION: - See plan requirement sheet

TOTAL VALUE OF PROJECT: _____

GENERAL

1. Duration – All work must be completed within 1 year of the date the permit was issued.
2. Approval - Application must be approved prior to beginning any work.
3. Permit fee - Must be paid in full at the time of application. Failure to obtain a permit will result in the fee being doubled.
4. Fines - Any incurred fines must be paid before final inspection.
5. Covenants - Height, materials and other limitations may apply to the property by covenant. The homeowner is responsible for obtaining Architectural Review Committee approval.

INSPECTIONS REQUIRED

1. Solar rough in
2. Final
3. Ameren Certification

Adequate notice for inspections: **48 hours** (same day request may not be honored)

SIGNATURES

Property Owner

Contractor

GENERAL

1. All work must be completed within a reasonable time frame for your solar project. Extensions will be at the discretion of the Building Inspector.
2. A permit fee must be paid in full before any work or inspections are performed.
3. Application must be APPROVED prior to any installation.
4. Comply with all applicable Village ordinances.
5. Construction of the structure must comply with the 2015 International Residential Code and adopted amendments.
6. Installer and Property owner must sign the application.
7. Solar panels can only be installed on the main structure and properly permitted accessory structures.

PLANS SUBMITTAL

Provide scaled plans showing:

- Lot size and lines
 - Streets
 - Alley
 - Easements
 - Size, and use of all structures on the lot.
 - Accessed paths with dimensions.
 - Location of all equipment.
 - Provide size and location of the main service panel, solar panels, and all related equipment.
- ELEVATION PLAN
- Provide elevation drawings of the side of the building where the equipment will be installed.

DOCUMENTATION

INSTALLER INFORMATION

- o Certified Distributed Generation Installer Number

LINE DIAGRAM

Provide a single line diagram showing:

- Array configuration
- Indicate the total square footage of the solar panels.
- Array wiring
- Number of modules in parallel
- Number of modules in series
- Total number of modules
- Operating Voltage
- Operating current
- Maximum system voltage
- Disconnecting means specified
- Rapid shut down
- Inverter specified

- Conduit/wiring from panels to utility point of connection identified
- Specify main service panel bus bar rating and main breaker size
- AC grounding and system grounding shall be specified
- Location and type of rapid shut down.

SYSTEM INFORMATION

- PV Module information manufacturer specification sheet
- Provide inverter manufacturer specification sheet
- Total weight of the newly proposed assembly
- Will a battery system be used in conjunction with the PV array
- Provide mounting hardware manufacturer specification information
- Provide details of photovoltaic panel mounting hardware attachment to the roof framing member

PHOTOVOLTAIC SIGNAGE

- Any equipment not within the line of sight of the meter shall be labeled on an engraved red plastic background with white lettering

DC COMBINER/JUNCTION BOX:

- “Warning. Electrical shock hazard. The direct current circuit conductors of this photovoltaic power system are ungrounded but may be energized with respect to the ground due to leakage paths and/or ground faults.”

DC DISCONNECT:

- “Warning. Electrical shock hazard. The direct current circuit conductors of this photovoltaic power system are ungrounded but may be energized with respect to the ground due to leakage paths and/or ground faults.
- “PV system- DC disconnect, operating current, max. system voltage, operating voltage, short circuit current.” (Accessible location).

INVERTER:

- “If a ground fault is indicated, the normally grounded conductors may be energized and ungrounded.”
- “Warning. Electrical shock hazard. Do not touch terminals. Terminals on both the line and load sides may be energized in the open position.”

AC DISCONNECT:

- “PV system - AC disconnect rated AC output current amps, AC normal operating volts.”

METER:

- Dual sources: Second source is Photovoltaic.
- A permanent directory or plaque providing the location of service disconnecting means and photovoltaic system disconnecting means, if not located at the same location.

ROOF INFORMATION

Provide structural engineering statement showing:

- Load Calculations
- Roof structure can stand the additional weight and forces
- Describe the roof structural elements and type of roofing (ex. Truss, Rafter, Shingled)
- Number of layers
- Approximate age of roof covering

INSPECTIONS:

- After all the work is complete, call City Hall at 217-935-6552 to schedule your final inspection.
- Send the Ameren witness/certification sheet.

