



# Solar Panel Application Process

## Helpful Information:

- You will need to acquire a solar contractor
- Once the Permit is issued you will have to begin work within 180 days (6 months) or else the permit will be voided, and the application process will have to restart
- Residential Permits take 5-12 Days to be processed
- Commercial permits may take less than a month to be processed
- All Solar Projects will need an Solar Permit through the Village of Schiller Park

## Step 1: Do I have a Solar Company?

- Get a solar company: Remember that all solar companies are different and proceed with construction differently.
  - Make sure the Solar Company has an Electrical license with the state of Illinois
  - Ask if the Contractor has registered with the Village of Schiller Park
    - The contractor will need to provide a \$10,000 bond, Certificate of Insurance (COI), and their Electrical License with the State of Illinois
- If you are having any underground electric work done like a ground mounted solar or electric wires running underground. You will also need a Rough Electric Inspection during Construction.
  - Some solar companies have these included. If not, the resident will need to contract a structural engineer.

## Step 2: Do I have a Community Core Account?

- You can now submit your Building Permit Application online through the Village of Schiller Park's [Building Permit Portal](#).
  - For Residents:
    - Create an account through Community Core by clicking this link
      - [Contractors and Community members register here through Community Core](#)
      - [Registered and Returning Members can login here](#)
  - For First-Time Contractors:
    - If you are a contractor applying for a permit for the first time, you must:
    - Register your company and create an account on the portal before starting your permit application.
    - Create an account through Community Core by clicking this link
      - [Contractors and Community members register here through Community Core](#)
      - [Registered and Returning Members can login here](#)
    - You will be redirected to the Community Core portal. Select "Contractor" when prompted.
    - Enter your email address to begin creating your account. You will receive a confirmation email from noreply@noreplycommunitycore.com.

### Step 3: Do I have all the documents for my Solar permit?

- Fill out the Electric Permit on Community Core and click on the Solar Permit as a subsection
  - What documents do you need?
    - Copy of contract between owner and company
    - Specifications
    - Drawings
    - Scope of Work
    - For roof top Solar
      - proof from structural engineer that the roof can support the solar (stamped document by structural engineer) \*\* many solar companies have these

### Step 4: I submitted my application, what now?

- The Solar Permit is reviewed
  - Residential permits will take 5-12 business days
  - Commercial permits will take less than a month

- Permits are reviewed by the Building and Safety Division staff in the order they are received. However, the process can be expedited, and permits may be issued on the same day if all required information is submitted accurately and completely from the outset.
- Because the application process may vary depending on the type of development proposed, we encourage applicants to consult with our staff before applying for any permits.
- Once a building permit application has been submitted, the applicant will be contacted via email if the plan reviewer has any questions, identifies any issues, or requires additional information. You may check the status of your permit through the [Building Permit Portal](#), or by calling or emailing the Building and Safety Division. Please note that plan review times may be impacted by staff workload or unforeseen projects.
- The Permit is Accepted or Denied
  - This will be viewable through Community Core
  - If Complete
    - Pay the Permit Fee
  - If Denied
    - If denied, the permit department will request the missing information and you will need to submit a new permit application.

## Step 5: How do I check on the status of my Solar Permit Application?

- You can check the status of your application through the Community Core, or by calling or emailing the Community Development Department. Please keep in mind that the review process takes time and may be affected by staff workload or unforeseen projects.
- Once your plans have been approved, you will be notified via email to proceed with payment for the permit. Payments can be made online through the portal or in person by cash, check, or credit card.
- The Community Development Department is open Monday through Friday, from 9:00 a.m. to 5:00 p.m., and is now located at Village Hall (9526 W. Irving Park Road).

- Upon payment, you will receive a permit card: green for homeowners or yellow for contractors. This card must be posted in a location visible from the street, such as a front door or window.
- You will also receive instructions on scheduling all required inspections. For more details, please visit our [Inspections Page](#).

## Step 6: I have my permit; can I start construction?

- YES! As soon as you have your building and electrical permit, you can start construction.
- Once the permit is issued, you have 6 months to start (180 days) the project and schedule the project must be completed within 1 year.
  - During Construction, any underground electrical work will need rough electric inspection. When the Rough Electric Inspection is scheduled, the permitting department will AUTOMATICALLY schedule you for a final inspection in 30 days. If you need more time to complete the process, please call the permitting department and reschedule the inspection.
    - If you do not reschedule and the inspection takes place, you will fail and need to reschedule the inspection

## Step 7: What do I need to do when construction is finished?

- After the construction is complete, you will need to schedule your final electric and building inspection.
  - [Solar Inspection Checklist](#)
- You can call the Village Hall and Ask for the Permit Department at (847) 678-4794.
  - If you fail the inspection
    - The first reinspection for residential is free
    - The first reinspection for commercial is \$25
  - If you Fail again
    - any other reinspection is \$100 for residential and commercial
  - If you pass you are all complete! Enjoy the benefits of Solar!!!