



Village of Lily Lake

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Solar Panel Review Requirements

1. **What is the approximate turnaround time to obtain permits once everything is submitted?**
 - The initial review will be completed in approximately 9 business days. Any subsequent reviews will be conducted within 5 business days.
2. **Do you have a Fee Schedule, or can you provide us with the cost to obtain necessary permits? What form of payment is acceptable and how must it be submitted?**
 - Permit fee is \$422.50 which includes plan review, inspections, and admin fee. Cash or Check only made to The Village of Lily Lake; can be submitted with the application.
3. **May we submit applications via email, or do you require in person submission?**
 - If the plans are no larger than 11x17, they may be submitted electronically. Larger sized documents must be submitted in hard copy format.
4. **Do you require Fire, Utility or HOA approval?**
 - There are no separate reviews required by the Village of Lily Lake. If there is an HOA, that is the owner's responsibility to comply with.
5. **Do you require engineering calculations, and if so, how many?**
 - Documentation from an Illinois Licensed Architect or Structural engineer required for the loading calculations based on existing construction and code requirements. This may be a letter or drawings or combination of.
6. **How many sets of plans do you require and are 11x17 sufficient?**
 - Three sets are required. Yes 11x17 are sufficient as long as they are to scale.
7. **Do you require an electrical or structural stamp, or an engineering letter?**
 - See previous comment for structural. If the electrical documents are created by a licensed individual, they shall be stamped by an Illinois Licensed Design Professional. If the documents are not prepared by a design professional, they do not need to be stamped but do need to contain all proper information.
8. **Are there any City/State Codes or other specific requirements?**
 - We require that you follow at least the 2015 international Residential Code as well as the 2014 National Electrical Code. Anything newer is acceptable as well.

List of Required Documents for Reviews:

Electrical Load Calculations
Electrical Panel Schedule
Contractor Licensing Information
Drawings – i.e. Site Plan, Roof Plan, etc
Product Information
Structural Calculations