

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich Il 60548
815-786-8802

Commercial Rooftop Solar Panels

Need to submit

1. Building permit application

- a. Fill out building application form to completion
- b. Provide 2 sets of Plat of survey with drawings of what is to be installed and locations with dimensions.
- c. Provide 2 copies of plans and manufacturers product information, including at minimum;
 - i. Transfer switch details,
 - ii. Provide diagram of piping and components for the connection to the existing service,
 - iii. Provide contact information from all utility indicating who you have spoken to regarding this installation and provide any reports from utility companies at final inspection,
 - iv. All component's to be used,
 - v. Electrical plan; circuitry, types of conduit and conductors, equipment, fusing, disconnects and grounding.
 - vi. Provide stamped structural calculations, for existing roof, if applicable,
 - vii. Provide estimated year a replacement roof will become necessary. It is owners' responsibility to understand there may be additional costs involved if solar panels outlast the existing roof.

2. Procedure steps

- a. It is applicant's duty to ensure the property is not on any Historic Preservation list before starting work. This is **not** performed by the City of Sandwich.
- b. In some instances, the solar panels may not be allowed due to the aesthetic nature of existing buildings and how the new solar panel installation will change that appearance. The city of Sandwich reserves the right to deny any obtrusive solar panel installations. If applicant disagrees, they would have the option to go through the Zoning Board of Appeals to possibly seek a different result.
- c. Submit everything from above
- d. A permit fee of \$125.00 must be paid.
- e. Approval will be given/ denied from the building department and applicant will be informed of decision.
- f. Provide utility contact information that indicates who applicant has spoken to regarding this installation and who needs to be contacted for a final inspection. All utility inspections are to be arranged and verified by applicant.
- g. Inspections needed by City of Sandwich. Applicant **MUST** make these calls to set up inspections
 - i. Final inspection/ After equipment is installed and tested.
A qualified person must be onsite during final inspection to explain and answer questions.

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Page 1 of 2

All Solar panels/ collectors shall comply with the following standards and regulations.

1. The person accepting the submittal at City Hall will only determine whether all the documentation has been provided and cannot issue the building permit. Do not begin construction before receiving a permit. The penalties for constructing without a building permit are a doubling of the permit fee and the possible court order for removal of the completed work.
2. Utility easements give the utility companies the right to remove any structure from the easement at the expense of the property owner if maintenance or other work is required. On occasion, it may be necessary for you to obtain written approval from the utility companies before the City issues a building permit.
3. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging project.
4. No solar collection structures are allowed in front yard.
5. We use the IBC Code 2006, IFC 2015 and NEC Code 2017

Miscellaneous:

1. All required labeling and warning signs must be applied and visible.
2. Permit fee for Commercial Rooftop Solar Panels is \$125.00 for one inspection. Any additional inspections will be charged at \$75.00 each.

Page 2 of 2

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