



Broadview's Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Village of Broadview when applying for a permit to install a residential and commercial/nonresidential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

Village of Broadview has adopted the following codes:

2018 International Building Code	2018 international Fire Code
2018 international Residential Code	2014 National Electric Code
2018 International Mechanical Code	2014 State of Illinois Plumbing Code
2018 International Fuel Code	2018 State of Illinois Accessibility Code
2018 State of Illinois Energy Conservation Code	Fair Housing Act

The following local design criteria should be used: Refer to the [Village of Broadview Building Codes](#).

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Residential Solar PV System:

- Electrical Permit [Electrical Permit Application](#)
- Building Permit [Building Permit Application](#)
- Zoning Application [Zoning Application](#)

Commercial/non-residential Solar PV System

- Electrical Permit [Electrical Permit Application](#)
- Building Permit [Building Permit Application](#)
- Zoning Application [Zoning Application](#)

Additional Required Documents

- Site Plan
 - All site plans should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site. 3 sets of stamped drawings should be submitted. Plans will be reviewed by the Village of Broadview's Building and Fire Department, and a third party vendor.
- Electrical Diagram
 - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but no limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
 - Structural analysis of the roof is required. Example - Roof load calculations from a structural engineer



Contractor Requirements

All contractors must be licensed, bonded, and insured. Electrical contractors must have an electrical license. Roofing contractors must have a roofing license. Plumbing contractors must have their 055 or 058 license. Registration fees are \$100.00/ contractor. All solar installation companies must have a Distributed Generation Certification through the Illinois Commerce Commission. A current copy of an installers distributed generation certification must be on file with the Village of Broadview prior to permit issuance.

Permit Fees

Single Family Residential: \$100.00

Multi-Family Residential (2 or more dwelling units): \$225.00

Commercial/Industrial Permit: \$350.00

Inspection fees: \$98.00/trade (includes one R/F inspection)

Complete fee information can be found on the Village of Broadview website- www.Broadview-il.gov under [Broadview Alliance for Sustainability](#)

Submit Permit Application

Permits can be submitted via

- In-person by Appointment
- E-mail: dupshaw@broadview-il.gov
- Fax: 1-708-338-0386

Review Process Timeline

The Village of Broadview Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 days and commercial/non-residential solar permit applications within 5 days. These turnaround times are typical, not guaranteed. Village of Broadview has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please call the Building Department at 1-708-345-8174.

Permit Expiration

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within six (6) months of a permit issue date.



Scheduling an Inspection and the Inspection Process

To schedule an inspection please call 1-708-345-8174. Typically, inspections are completed within 24-48 hours. All inspections are done between 10:00 a.m. – 2:00 p.m. daily.

A residential solar PV system requires 4 inspections:

- Rough and final building inspections
- Rough and final electrical inspections

Steps in Permitting and Inspection Process

Step 1: Prescreen & Plan Review(s)

1. Permit Clerk reviews each permit submittal for completeness in order of date and time received.
 - Permit Clerk emails Applicant a request for information or documents, if submittal is incomplete.
 - If submittal is complete, the Permit Clerk will assign the project to plan reviewer
2. Technical Plan Review
 - Plan Examiner reviews submittal in order of date received.
 - If submittal requires revisions or additional documentation, proceed to Step 1.1
 - If submittal is approved as noted, proceed to Step 2.
3. Permit Submittal Corrections
 - Plan Examiner emails Applicant plan review comments.
 - Applicant revises all applicable drawings, provides any requested documents, provides a response letter to all of the plan review comments, and emails them all directly back to the Plans Examiner.
 - Proceed to Step 2.

Step 2: Permit Payment & Issuance

1. Permit Clerk processes approved as noted permit submittal.
2. After the permit payment is processed, Permit Clerk issues Applicant permit card and approved as noted permit submittal.
3. Applicant must send the approved as noted permit submittal to the property owner/tenant and their authorized contractor performing the work.
4. All plan review comments are required to be reviewed and revised as noted for the construction of the project.
5. Scope of work listed on the approved as noted permit submittal can begin once the permit is issued.
6. NOTE: Any modifications, deviations, and/or new or unspecified scope of work to the approved as noted permit submittals are not included or authorized with the issued permit and must be submitted back for a new plan review.
 - Revised permits will be subject to the standard permit process and additional permit fees as applicable.

Step 3: Inspections

1. All inspections require a 24-hour minimum advanced notice. Schedule inspections up to 4 p.m. on the business day prior to the requested inspection date by calling the building department at 1-708-345-8174.
2. Construction is required to be inspected at different phases of development according to the project type.
3. Construction must remain accessible and exposed for inspection purposes until approved by the Inspector.



4. The printed permit card must be clearly visible on site along with the approved as noted permit set, readily available to the Inspector.
5. J.U.L.I.E. must be called at least 48 hours prior to any digging at 811 or 800-892-0123.
6. NOTE: Refer to the applicable Resource Guide for the required inspections for each type of project.

Contact Information

If you have any questions, please contact us at:

- Staff POC: Commissioner David Upshaw
- Office Email: dupshaw@broadview-il.gov
- Office Phone Number: 1-708-345-8174

Address:

Village of Broadview
2350 South 25th Avenue
Broadview, IL 60155

Hours of Operation

- Office: Monday, Tuesday, Thursday, and Friday 8:30 a.m. – 4:30 p.m., Wednesday 8:30 a.m. – 2:00 p.m.
- Permit Counter: By Appointment