



Village of Bull Valley Building
Department
1904 Cherry Valley Rd, Bull Valley, IL 60098
815- 459 – 4833

GUIDELINES FOR SOLAR PERMITS

Please submit one electronic PDF of the following documents by email to bullvalleyfiles@gmail.com. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL:

□ Building Permit Application

- Must be fully completed and signed by the property owner.
- Identify the project as a *home solar PV system* (roof-mounted, ground-mounted, or both).

□ Plat of Survey (Stamped by an Illinois Licensed Land Surveyor)

- Show the location of the principal single-family residence.
- Clearly show and label the proposed solar PV system:
 - Roof location(s) with approximate array size; and/or
 - Ground-mounted array footprint, support posts, equipment pad, and all appurtenances.
- Show all existing accessory structures, driveways, easements, wells, septic fields, wetlands, floodplain, ADID wetland buffers, and any drainage or conservation easements.
- Dimension and label **all setbacks** from the solar PV array and equipment to the **front, side, and rear lot lines** and to all existing buildings.
- Confirm that the system is located on the **same zoning lot as the principal dwelling**.

□ Site Plan / Roof Plan

- For **roof-mounted systems**:
 - Roof plan showing the array layout on each roof face, ridge lines, valleys, and any chimneys or roof penetrations.
 - Show clear access pathways required by code for fire access and maintenance.
- For **ground-mounted systems**:
 - Scaled site plan showing the array footprint, spacing of rows, height of lowest and highest edge of the panels above grade, and distance to the principal dwelling and all lot lines.
 - Indicate any grading, trenching, or new impervious surface associated with the system.

□ Building Elevations

- Existing and proposed elevations of any structure receiving roof-mounted panels.
- Show the panels on the roof and label the **total height of the structure including panels and racking**.
- For ground-mounted systems, provide at least one elevation showing the **maximum overall height at the top edge of the panels** measured from existing grade.

□ Structural Information

- For **roof-mounted systems**:
 - Manufacturer's racking details and attachment schedule.

- Either a structural letter or calculations, stamped by an Illinois-licensed design professional, confirming the existing roof structure supports the added dead and live loads of the PV system in accordance with the adopted building code.
- For **ground-mounted systems**:
 - Foundation or post detail (pier diameter, depth, spacing, and concrete or driven post type).
 - Racking system details and method of anchoring to posts or foundations.

□ **Electrical Design – One-Line Diagram and Specifications**

- Complete **one-line electrical diagram** for the PV system, showing:
 - PV modules and array configuration (number of modules in series and parallel).
 - Combiner boxes, DC/AC disconnects, rapid-shutdown devices, inverters, overcurrent protection, grounding, and point of interconnection with the existing service.
 - Conductor sizes, conduit types, and overcurrent device ratings.
- Manufacturer’s cut sheets for **modules, inverters, racking, combiner equipment, and rapid-shutdown devices**, showing listing and labeling.
- Identify the **total system DC nameplate rating (kW)** and **AC output rating**, and the service size of the existing electrical system.

□ **Proposal or Contract**

- Signed by the property owner.
- Must match the scope and equipment shown on the plans.

□ **Contractor Information and Bonds**

- Contractor contact information for general contractor and electrical contractor.
- Copy of the electrical contractor’s license, if applicable.
- **\$250 cash completion bond** (payable to the Village of Bull Valley). The bond is refundable upon successful completion of all inspections and written request for bond release.

BUILDING DEPARTMENT REQUIREMENTS

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- Permit expires in either 2 or 6 months, depending on the project
 - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
 - Permits that expired without all inspections and work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

Road Permit information regarding Village Weight Limit

- Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip, Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

APPLICABLE BUILDING CODES

- The 2024 International Building Code
- The 2024 International Residential Code

- The 2024 International Mechanical Code
- The 2024 International Fire Code
- The 2024 International Existing Building Code
- The 2024 International Property Maintenance Code
- The 2023 National Electrical Code
- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition