



Village of Hillside  
SES  
Solar Energy Systems  
Permit Checklist

Zoning:

Primary Structure, building mounted SES are permitted as an accessory use in all zoning districts.

Specific requirements apply to the following districts:

All Districts:

Prohibited SES systems include: free standing or ground mounted, solar farm, and solar garden

Residential (R 1-4):

PV panel installation shall only be allowed to be affixed to the roofing system of principal occupied dwelling structure. PV panels shall not be located on front elevations for residential installation

Business and Commercial (B 1-2 and M 1-3):

PV panel installation shall only be allowed to be affixed to the roofing system of principal structure.

PV panel installation on a flat roofing system shall be installed in a manner to sufficiently conceal visibility from neighboring properties by use of a parapet wall or screening wall

Permits:

For small-scale (residential) standard SES design, permits are issued within 3 business days after all required documents are submitted with applicable permit applications through the following Web Link ([www.hillside-il.org/village-services/permits-forms/](http://www.hillside-il.org/village-services/permits-forms/)) or by submitting in person to the Public Works and Inspection Services Department, Monday through Friday 7:00 am – 5:00 pm and Saturday 9:00 am – 12:00 pm.

Small scale residential is defined as: PV system no larger than 15.36 KW; mounted upon the roof of one- or two-family homes; containing a string inverter, DC converter or microinverter.

For small-scale (residential) complex SES design or large scale (commercial) SES design, permits may require a longer review time (dependent upon complexity of design). All required documents must be submitted with applicable permit applications through the following Web Link ([www.hillside-il.org/village-services/permits-forms/](http://www.hillside-il.org/village-services/permits-forms/)) or by submitting in person to the Public Works and Inspection Services Department, Monday through Friday 7:00 am – 5:00 pm and Saturday 9:00 am – 12:00 pm.

small-scale (residential) complex SES design or large scale (commercial) SES design defined as: PV system larger than 15.36 KW or contain complex components/configuration to operate.

Required documents include:

- Copy of Plat of Survey for applicant property
- Applicable Building Permit, Electrical Permit and/or Plumbing Permit application forms
- Contractor Requirements inclusive of, Electrical Contractor License, State of Illinois Plumbing License (if applicable), certificate of insurance, \$ 10,000 license and permit bond with required hold harmless clause and \$ 55.00 contractor license fee
- Elevation drawings depicting location and layout of solar panels
- Structural and load calculations signed and sealed by Structural Engineer or Architect that certifies that the roof is structurally sound and will bear weight of the SES
- Electrical diagram showing: PV Array configuration, wiring system, overcurrent protection, inverter disconnect, grounding, required safety signs and AC connection
- Construction plans inclusive of SES mounting and anchoring system, panel layout, electrical diagram and plumbing diagram (if applicable)
- Specification sheets and installation manuals for all major SES components including: PV modules, inverters, combiner box, disconnect and mounting system
- Utility provider notification must be provided at time of permit submittal. The notification shall include evidence that the utility company has been notified of the customers intent to install a solar energy system

Fee:

For small-scale, standard SES residential design, there will be a \$ 50.00 Building Permit Fee, \$ 75.00 Electrical Permit Fee, \$ 75.00 Plumbing Permit Fee (if applicable)

For large-scale SES commercial projects alteration fees shall apply at a rate of \$ 20.00 for the first \$ 1,000.00 of estimated cost and \$ 10.00 per thousand for each additional \$ 1,000.00 of estimated cost or fraction thereof. A minimum charge shall apply as described in small-scale fees

(Additional fees may be required for large -scale or non-standard SES designs)

Inspections:

Three inspections are typically required; (1) Rough Electrical before panels are installed, (2) Final Electrical, (3) Building Final when installation is complete

Inspections may be scheduled by calling Hillside Public Works and Inspection Services at 708-202-3434. Inspections are scheduled for specific times based on availability and are scheduled less than Five (5) business days from date of request.

(Additional Inspections may be required for large -scale or non-standard SES designs)