SOLAR PANELS
Village of Manhattan

CHECKLIST:
☐ Permit application completed
☐ Plans/Drawings including structural & electrical – 2 COPIES with stamp & signature
☐ Structural review letter with stamp & signature
☐ Specification sheets for Solar Panels
☐ Contractor Registered with the Village?
☐ Is Homeowners Association Approval Required?
   ☐ Yes ☐ No ☐ Applied ☐ Not applied ☐ Attached Approval

PERMIT FEE:
Permit fee is paid when the permit application is submitted.

| Solar Panels | $335.00 |

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT WILL INCUR A PENALTY RESULTING IN THE COST OF THE PERMIT FEE TO DOUBLE.

PLAN REVIEW:
All solar panels require a third-party plan review. The plans are reviewed by B&F Construction Code Company. The review turn-around time is approximately two (2) weeks. Plan review questions may be directed to B&F Construction Code Company at (847) 428-7010.

REQUIRED CONTRACTOR INFORMATION:
Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org.

INSPECTIONS:

1. Final building
2. Final electrical

- Contact JULIE, INC at 1-800-892-0123. Contact two working days prior to digging to locate utilities.
- Please call (815) 418-2060 or email building@villageofmanhattan.org to schedule an inspection. Be prepared to give contact name, phone number, address, permit number, type of inspection as well as the date for the inspection to be scheduled.
- **Please note that inspections need to be called in by 3:00 P.M. in order to be scheduled for the following business day.** Inspections are performed Monday through Friday.
- **Contractor is expected to be on-site for inspections.**
MISCELLANEOUS INFORMATION:

- Proper grounding rods are to be connected to the ground bar in the utility meter and proper bonding from the street side of the water meter to the main service panel neutral bus.
- Proper access pathways are to be provided on the residential roofs. Pathways shall be over areas capable of supporting firefighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.
- All interior & exterior conduit, enclosures, and disconnects are to be properly labeled and marked.
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration or repair may only occur between the hours of 7:00 A.M. and 9:00 P.M. Monday through Friday, and 8:00 A.M. and 9:00 P.M. Saturday and Sunday.