



Village of Valmeyer  
260 Knobloch Blvd.  
Valmeyer, IL 62295

Phone: (618) 935-2131  
Fax: (618) 935-2299  
Email: [villagehall@valmeyerillinois.com](mailto:villagehall@valmeyerillinois.com)  
Website: [www.valmeyerillinois.com](http://www.valmeyerillinois.com)

**Rooftop Residential/Commercial Solar Building Permit Application**

**DATE** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Architect or Engineer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Contractor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Type of Building** \_\_\_\_\_

**Zone District Classification** \_\_\_\_\_

**Character of Occupancy:** ( ) Owner-Occupied ( ) Rental ( ) Other \_\_\_\_\_

Is the Property in the Flood Plain? ( ) YES ( ) NO

100 Year Flood Elevation\_\_\_\_\_

Lowest Floor Elevation as per Applicant\_\_\_\_\_

Building Location (Address)\_\_\_\_\_

Building Size: Feet Wide\_\_\_\_\_ Feet High\_\_\_\_\_ Feet Long\_\_\_\_\_ Stories\_\_\_\_\_

**Total Building Square Footage**\_\_\_\_\_

Garage Type ( ) Attached ( ) Connected ( ) Free-Standing

Garage Size \_\_\_\_\_ X \_\_\_\_\_ Garage Square Footage\_\_\_\_\_

**Total Estimated Construction Cost \$**\_\_\_\_\_

**Required Information for Permit**

- 1. Site plan showing location of major components on the property and a framing cross section that identifies type of support (rafter or truss), spacing, span dimension, and approximate roof slope. The drawings need to be as close to scale as possible to represent the relative location of the components.***
- 2. Specification sheets and installation manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.***
- 3. Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to building.***

**Construction Requirements**

***Please read the requirements and place an "X" in the box to the left to confirm you understand the requirements.***

( ) **All PV installations shall be approved and signed by an Illinois Licensed Structural Engineer or Architect. Include weight load specifications.**

( ) **Provide a complete line diagram of the installation.**

( ) **Provide manufacturer's specifications for all equipment and racking systems.**

- ( ) All PV systems shall be roof mounted with approved access clearances per NFPA standards. Ground mounted systems are not approved.**
- ( ) All exposed outdoor conduit shall be RMC type.**
- ( ) Install a complete grounding system per the 2020 NEC, if there is not a sufficient system present.**
- ( ) An interconnection agreement with Ameren Illinois shall be submitted with the plans.**
- ( ) All equipment shall be U.L. approved for PV applications.**
- ( ) A company representative shall be present during inspections**
- ( ) All Photovoltaic installations shall be installed by a licensed electrician properly registered as an electrical contractor with the County of Monroe, State of Illinois.**
- ( ) All Photovoltaic installations shall be installed by a qualified contractor who is recognized as being trained and certified to install Photovoltaic systems by the NABCEP or a similarly recognized accredited institution. The installers certification shall be submitted with the permit application.**
- ( ) 2021 IRC section 324.6.1 (Pathways) shall be established for solar arrays. In addition, Solar arrays shall be installed not less than 18 inches form the eave edge of the roof as required for residential applications.**
- ( ) Commercial installations shall reference the 2021 IFC section 1205.**
- ( ) The Applicant shall submit to the local Fire Protection District a copy of plans for the solar energy project and shall provide any information that the Fire District requests for the protection of the emergency personnel in case of fire. The Applicant shall furnish the Village Zoning Department with a letter from the local Fire Department that they have been notified.**

### **Permit & Inspection Requirements**

***Please read the requirements and place an “X” in the box to the left to confirm you understand the requirements.***

- ( ) The Building Permit shall be posted in the building’s window where it can be seen from the street.**
- ( ) Each phase of construction shall be inspected by the Village of Valmeyer or their contracted agent prior to proceeding to the next phase of construction.**
- ( ) Electrical and Structural inspections are required.**
- ( ) All Inspections shall be scheduled in advance by calling 618-935-2131 or by emailing [trichards@valmeyerillinois.com](mailto:trichards@valmeyerillinois.com) – please provide you Permit number when leaving a message or sending an email.**
- ( ) Failure to call for required inspections may result in a “STOP WORK ORDER”.**
- ( ) Should you fail an inspection, a re-inspection fee of \$75.00 per inspection shall be paid before continuing work and before scheduling another inspection.**
- ( ) The project shall start within ninety (90) days from the date the permit is issued and completed within three hundred and sixty-five (365) days.**

---

The applicant hereby agrees that the approval of plans, or the issuing of a permit, procured by misrepresentation of facts or conditions, misstatements in application or through improper action of any officer or employee of the Village of Valmeyer, Illinois, does not legalize an illegal construction, arrangement or condition. I hereby certify the above answers are correct and true.

---

Date

---

Signature of Owner, Agent of Contractor

I have reviewed the attached packet labelled “Subdivision Restrictions & Building Regulations” and agree to abide by these and all other subdivision restrictions, building regulations and ordinances of the Village of Valmeyer.

---

Date

---

Signature of Owner, Agent or Contractor

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

---

**Building Permit #** \_\_\_\_\_ **Permanent Parcel #** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_ **Fee Paid \$** \_\_\_\_\_

**Zone District Compliance**    ☐ **YES**    ☐ **NO\***

**Flood Insurance Program Compliance**    ☐ **YES**    ☐ **NO\***

☐ **Permit APPROVED**    ☐ **Permit DECLINED\***

**\*Explanation/Remarks** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Zoning/Building Commissioner – Village of Valmeyer**