Permitting Process
Get plans approved and receive your permit. Permits cost $145.
Complete construction and installation.

Work with city staff
City staff will help determine your solar needs. Following the plan review, we will follow up and inform you on how to proceed.

Plan Review
After all documentation is submitted to Community Development, it will go through a plan review process.

We will contact you
Before you proceed with installation, wait to hear back from Community Development on your solar permit. This may help prevent any misinformed decisions. Contact is typically made within 10 business days.

Submit necessary paperwork
Submit a permit application, 3 stamped copies of architectural plans, an electrical license, and a letter of intent to Community Development.

Inspections
Once all work is completed, schedule the necessary inspections and pass them by contacting us. Inspections are completed within 24 hrs of being requested.

For informational purposes only.
Questions? Contact 311.
Residential Rooftop Solar Checklist

Use this checklist to help you plan your working relationship with the City of Elgin as you work to get solar installed at your home.

- Permit Application
- 3 stamped copies of architectural plans
- Electrical License
- Letter of intent for Community Development
- Issued Permit

Some things to keep in mind

Be sure you have all of the information you need before you get started. This small list is designed to act as a pre-installation guide.

- Make sure that your rooftop Solar Panels are compliant with the current city of Elgin solar ordinance.
- Inspections are part of the permitting process; It’s how the permits are closed. Since they are part of the process, they are offered at no additional fee.

Frequently Asked Questions

Here are some frequently asked questions about installing a residential rooftop solar permit in Elgin.

- What if I fail my inspection? - Most inspections are passed on the first try, but not to worry if you don’t. A re-inspection will be automatically scheduled for 30 days out. You can change this date yourself by calling 311.
- How do I keep up with the progress on my permits? - Simply call 311 for an update.