



Permit Submittal Checklist and Process Electric Vehicle Charging Stations

Note to applicants:

This handout is intended to assist applicants through the electric vehicle charging stations (EVCS) permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Residential or Commercial Permit Application.
- A copy of the electrician’s license, (if applicable).
- Two copies of the Plat of Survey or Construction Plans, drawn to scale, showing the location of the structure and where the EVCS are being installed (can be an electronic submittal).
- Plan layout showing EVCS locations, electrical meter location, electrical panel location, etc.
- Line diagram of electrical circuits indicating conduit and wire sizes, grounding and bonding requirements.
- Manufacturer’s and product catalog specifications for all equipment.
- The permit application fee is payable when application is submitted.
- Residential EVCS permit fees are \$195.00.
- Commercial and Multi-Family EVCS permit fees are \$12.00 per \$1,000.00 of scaled construction cost and the cos of the review.

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Helpful tips:

- Complete the “Permit Submittal and Plan Review Checklist for Electric Vehicle Charging Stations” form.
- The installation must comply with all requirements of the adopted Village Current Code 2020 National Electrical Code, with local amendments.
- All materials, devices, fittings, and equipment for the EVCS and all associated work shall be installed in strict accordance with all of the manufacturer’s installation instructions.
- Electric vehicle charging station spaces may only be used for parking and charging electric or hybrid vehicles. (Does not apply to One- & Two- Family Residential).
- Electric vehicle charging station spaces shall be identified with signage indicating the intended use of the parking space. (Does not apply to One- & Two- Family Residential).
- Protection: Barrier curbing, steel bollards, or other adequate protection shall be used to protect charging station equipment. (Does not apply to One- & Two- Family Residential).

Inspections (24-hour advance notice required for inspection scheduling):

- Underground inspection – If any work will be concealed below grade.
- Rough inspection – If any work will be concealed inside walls or ceilings an inspection is required before the work is covered.
- Final inspection – Once the work has been completed, the applicant or contractor should call the Building Department as soon as possible for a final inspection. Final inspection includes building, and electrical inspections.

**Contact the Building and Zoning
Department at (847) 726-1648 if you have any questions
regarding the building permit or inspection process.**

