



Village of Carol Stream

500 N. Gary Avenue, Carol Stream, Illinois 60188

Phone:

(630)

871-6230

Fax:

(630)

665-1064

Website:

www.

carolstream.org

E-mail:

communitydevelopment@

carolstream.org

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 (In-person or Online).
- 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 \$64.00.
- Commercial and Multi-Family EVCS permit fees are \$240.00 plus the Development Services Fee.

* The Development Services Fee, not included in the base permit fee shown above, also applies to Commercial and Multi-Family EVCS permits. The amount of the Development Services Fee depends on the valuation of the work to be performed. The fee is \$6.70 per \$1,000 of valuation, with a minimum Development Services Fee of \$50.

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Helpful tips:

- If the property is regulated by a Homeowner's Association, obtain any necessary approvals prior to applying for a building permit.
- Complete the "Permit Submittal and Plan Review Checklist for Electric Vehicle Charging Stations" form.
- The installation must comply with all requirements of the adopted 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):

- Rough inspection – If any work will be concealed below grade or 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 Community Development Department as soon as possible for a final inspection. Final inspection includes building, fire, and electrical inspections.

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**

