



Electric Vehicle Charging Station Permit

Do I need a permit?

Depending on the current configuration of your electrical service, and if a new electrical panel, sub-meter or outlet are needed to accommodate your vehicle's charging needs, a building permit may be required. If you already have the appropriate receptacle (either 120VAC or 240VAC) a building permit is not required. A building permit is required for all new installations and modifications to electrical panels, meters, and electrical outlets.

To determine if you already have the appropriate receptacle first confirm with your auto dealership what charging equipment your vehicle needs and the installation requirements. There are three types of electric vehicle charging stations:

Level 1 Charging – Provides charging through a common residential 120-volt (120V) Alternating Current (AC) outlet. The AC current is converted to direct current (DC) on board the vehicle to charge the battery. This charging level can take 40-50 hours to fully charge a battery electric vehicle (BEV) and 5-6 hours for a plug-in hybrid electric vehicle (PHEV), depending on how drained the battery is.

Level 2 Charging – Provides higher-rate AC charging through 240V (in residential applications) or 208V (in commercial applications) electrical service, and is common for home, workplace, and public charging. This charging level can take 4-6 hours to fully charge a BEV and 1-2 hours for a PHEV, depending on how drained the battery is.

Direct Current Fast Charging – Provides fast charging through 480V and higher electrical services, which converts AC to DC and Volts DC (VDC) within the charging station to deliver DC power directly to the battery. Direct current fast charging equipment offers rapid charging along heavy-traffic corridors at installed stations. DCFC equipment can charge a BEV to 80 percent in just 20 minutes to 1 hour. Most PHEVs currently on the market do not work with fast chargers.

Have a qualified electrical contractor provide load calculations for the existing electrical service. This information will need to be submitted to obtain a permit.

Application and Drawing Procedures:

The following are guidelines and comments for obtaining an electric vehicle charging station permit:

- An Application for permit is to be filled out and submitted to the Village of Johnsburg Building Department.
- For general permit application questions for any property within the Village of Johnsburg, please contact the Building Department at 815-385-6023 or building@johnsburg.org
- The contractor's name, address, phone number and, if required, license numbers are to be filled out when submitting the application.

- The contractor and/or installer shall be a registered and certified as an electric vehicle charging station installer with the Illinois Commerce Commission (ICC), provide the ICC registration number is required. A list of certified electric vehicle charging station installers is available on the [ICC's website](#).
- Electronically submitted copy of the plans showing the following information:
 - Electric panel must be provided with proper working clearance (3 foot by 3 foot of clear space must be maintained in front of the panel)
 - Detailed 1-line electrical diagram plus load calculations
- Permit fee is paid after review and approval of all required documents; you will be emailed when permit is ready to be picked up. Review is completed within 7 business days after ALL required documents are received.

Fees: Electric Vehicle Charging Station

- \$60.00 plan review (*deposit*) fee plus anticipated inspection fee(s)
- \$50.00 for Residential/Estates and \$160 for Business/Commercial (each anticipated inspection)
- **Re-inspection fee:** \$160.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, personal checks (*made payable to the Village of Johnsburg*), [E-PAY](#) using MasterCard, American Express, Discover or E-Check

General Comments:

- Installation shall meet all the requirements of the 2014 National Electrical Code (NEC)
 - See Article 625 for EV charging requirements
- Panel location
 - 3 foot by 3 foot clear floor space is required in front of the electrical equipment.
- A minimum of 24-hour notice is required when scheduling any inspection.
- Service size to be a minimum of 100 amp or the load calculation, whichever is greater.
 - If electric service upgrade is required additional information will be required

Inspections – Clarification and Details:

The following is a list of inspection(s) that may be required for your project and the approximate amount of time it will take for the inspection.

- | | |
|--------------------------------------|-----------------|
| ✓ Rough Electrical Inspection | 1/2 hour |
| ✓ Final Inspection | 1/2 hour |

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification, please call our office and speak with one of our building inspectors at 815-385-6023.

Final:

- ✓ Check electric panel location.
- ✓ Verify panel bonding and grounding.
- ✓ Verify that the electric panel is labeled.
- ✓ Verify that the installation meets all NEC and manufacturer requirements.

Building Codes:

The following are the Building Codes the Village of Johnsburg has adopted.

2021 Illinois Energy Conservation Code;	2015 International Fire Code;
2015 International Building Code;	2015 International Swimming Pool and Spa Code;
2015 International Residential Code;	2015 Wildlife-Urban Interface Code;
2015 International Fuel Gas Code;	2015 Illinois Life Safety Code;
2015 International Mechanical Code;	2014 National Electric Code;
2015 International Property Maintenance Code;	2014 Illinois Plumbing Code;
2015 International Existing Building Code;	Illinois Accessibility Code (<i>most recent edition</i>)

Homeowner – Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule the required inspections. The required inspections are indicated on the plan review form, which is attached to your permit and the field copy of drawings. When calling to schedule an inspection, please have the address and permit number available. Inspections are completed within 5 days after the request for inspection.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



Designated Agent Reporting Instructions

Overview

The 83 Illinois Administrative Code 215 defines reporting requirements for **Designation of Agents**. The **83 Ill. Adm. Code 215.10(a)** requires that each utility annually designate, in writing, on a form prescribed by the Commission, an agent within the State of Illinois upon whom service of all process, notices and demands may be made, and to file such designation in the Chief Clerk's office after January 1st and prior to January 31 of each year. Additionally, please note, pursuant to **83 Ill. Adm. Code 215.50** it is required that within 15 days after any change regarding the chief executive officer or designated agent, a report of such action, and the information relative to the new chief executive officer or designated agent is required to be filed with the Chief Clerk's office. You may list an out-of-state agent, but it is **required** that you provide an Illinois agent.

A utility is any entity who has received a certificate of any type from the Illinois Commerce Commission. This includes, but is not limited to:

- Distributed generation (DG)
- Energy Efficiency Installers (EEI)
- **Electric Vehicle Charging Station Installer (EV)**
- Agents, Brokers, and Consultants (ABC)
- Alternative Retail Electric Suppliers (ARES)
- Alternative Gas Suppliers (AGS)

The contractor and/or installer shall be a registered and certified as an electric vehicle charging station installer with the Illinois Commerce Commission (ICC), provide the ICC registration number is required. A list of certified electric vehicle charging station installers is available on the ICC's website (<https://www.icc.illinois.gov/emdb/ucdb/search>)

To maintain an up-to-date list of Designated Agents, the ICC requests that you file a designation, following the instruction in the next section.

Instructions

1. On the ICC website, use the Entity search to find the entity, whose DA Form you are looking for (<https://www.icc.illinois.gov/emdb/ucdb/search>).
2. Once you find the entity, click the **Profile** link.
3. Under **Form Information**, download the **Designated Agent Form**
4. Indicate if the information is correct or make any necessary changes or additions including:
 - a. phone numbers
 - b. fax numbers
 - c. e-mail addresses
5. If only a **Temporary Agent** is listed on the form, please provide the name and contact information for the CEO and the in-state designated agent.
6. If there are no changes, please state that on the form.
7. The form must be returned to the Chief Clerk's Office at:
Illinois Commerce Commission
Chief Clerk's Office
527 East Capitol Avenue
Springfield, Illinois 62701



Permit Application Guidelines

Please submit to the Building Department at the Village Hall or email building@johnsburg.org the following for review:

Village of Johnsburg Building Application

Electronic Blueprints and/or drawings

Site plan

Proposal and/or Scope of Work (from contractor or identified by homeowner) IAW **Chapter 24** Building

Code and Permit Requirements

Letter(s) of Intent (if performing self-work, notarized)

All Required Appropriate License (*Electrical License*)

(Note: The contractor and/or installer shall be a registered and certified as an electric vehicle charging station installer with the Illinois Commerce Commission (ICC). A list of certified electric vehicle charging station installers is available on the ICC's website.

Plat of Survey indicating the setback locations for the placement of the structure

Contact J.U.L.I.E. at 1(800).892.0123 to locate underground utilities before the start of construction

Other: Illinois Commerce Commission (ICC) [certified](#) EV charging station installers

Fee Schedule

24.07 FEE SCHEDULE: [Municipal Code Chapter 24 - Building Code and Permit Requirements](#)

Building Permit Fees: The fee schedule provides an estimated minimum cost. **Applicant(s) shall be responsible for all costs related to their application including but not limited to plan review, inspections and administration.** Deposits shall be submitted at the time of application in accordance with the fee schedule. Payment in full shall be required prior to permit issuance.



Permit Process

1. Home owner or contact person submits application and required documentation to permit clerk.
2. Various departments will review the plans. These departments include the Building and Zoning, Engineering, Health, and Fire.
3. Review Comments are returned back to the permit clerk. Response times are as followed:
 - New Construction, Additions or Alterations within 14 business days
 - Decks, Sheds, Swimming Pools, Fences, Electrical Charging and other Miscellaneous Permits within 7 business days
 - Reroofing, siding, driveway resurfacing within 2 business days

https://www.johnsburg.org/sites/default/files/fileattachments/administration/page/7361/chapter_24_final.pdf
4. If all departments are approved the contractor's license, bond, and insurance requirements will be checked.
5. If the contractor's information (license, bond, and insurance) is up to date the home owner or contact person will be notified of the approved permit and the fees will need to be paid to obtain the building permit.
6. If contractors information is not current or any of the departments are not approved the home owner or contact person will be notified of outstanding items that will need to be addressed before the permit can be issued.
7. In the case of outstanding items the home owner or contact person will need to submit updated contractors information or corrected drawings.
8. If all corrections are made and approved see step 6. If corrections are made but not approved see step 7.

To check on the status of a permit application, please call the Building Department 815.385.6023

LETTER OF INTENT
REQUIRED FOR ALL SELF-PERFORMED PERMIT APPLICATIONS

Per ILLINOIS BUILDING CODE & VILLAGE OF JOHNSBURG Municipal Code Chapter 24;

A Letter of Intent shall be included with all permit applications when homeowner is/are self-performing. The letter shall be written and describe the work being performed with no intentions of moving or selling within six (6) months. With the property owner completing the work themselves, by signing this letter he/she indicates he/she will live in the premises for no less than six (6) months and it is his/her bonafide sole and exclusive residence.

DATE: _____

NAME: _____

PERFORMING SCOPES OF WORK:

ADDRESS: _____ Johnsburg, IL 60051

RE: LETTER OF INTENT FOR _____

_____ (JOB DESCRIPTION)

PROJECT AT: _____ Johnsburg, IL 60051

OWNED BY: _____
(LEGAL PROPERTY OWNER NAME)

SIGNATURE: _____

Subscribed and sworn to before me this _____ day _____ of, 20____

Notary Public

VILLAGE OF JOHNSBURG

APPLICATION FOR BUILDING PERMIT

Applicant Information

Application Date: _____

Applicant Name: _____ (Circle: Homeowner or Contractor)

Applicant Phone #: _____ Applicant Email: _____

Project Information

Homeowner Name: _____

Location of Project (Address): _____

Subdivision Name (Residential): _____

Parcel # (per County tax records): _____ (Village staff can assist with this #)

Homeowner Phone #: _____ Homeowner Email: _____

Type of Improvement:

- ☐ **Shed – Prefab kit less than 160 sq. ft.**
- ☐ Shed – Built on site up to 400 sq. ft.
- ☐ Deck
- ☐ **Fence**
- ☐ **Siding**
- ☐ Pool or Hot Tub – In Ground
- ☐ Pool or Hot Tub – Above Ground
- ☐ Sign
- ☐ HVAC
- ☐ Site Improvements (Grading/Excavating)
- ☐ Other: _____

☐ **Driveway – Replacement**

☐ Include culvert inspection

☐ Driveway – Configuration Changes

☐ Include culvert inspection

☐ **Roof – Re-roof**

☐ Roof – Structural Changes

☐ **Windows – Replacement**

☐ Windows – Structural Changes

☐ **Electric Only**

☐ Plumbing Only

☐ Residential New Construction (Sq. Ft. _____)

☐ Commercial New Construction (Sq. Ft. _____)

☐ Alteration, remodel or use change (Sq. Ft. _____)

☐ Accessory Building (Sq. Ft. _____)

☐ Addition (Sq. Ft. _____)

Cost or Value of Improvement: \$ _____

How many accessory buildings are there currently on the property (include all sheds, detached garages, gazebos, pools, decks not attached to the house, or any other buildings)? _____

Project above includes: (Circle: Mechanical, Electric or Plumbing)

Contractor Information

General Contractor

- Name:
- Company Name:
- Address:
- Phone #:
- Email:

Subcontractor

- Name:
- Company Name:
- Address:
- Phone #:
- Email:

Subcontractor

- Name:
- Company Name:
- Address:
- Phone #:
- Email:

Architect or Engineer

- Name:
- Company Name:
- Address:
- Phone #:
- Email:

Description of Work:

Building Permit Requirements:

- Application must be completed in full, including all subcontractors and a full description of work to be done.
- If applicant is not the homeowner, a proposal signed by the homeowner must be attached.
- A contractor's bond (License and Permit Bond) in the amount of \$10,000 is required for the general contractor on all new construction, additions and excavation projects.
- Additional information such as plat of survey, contracts/proposals and license information may be required with the application based on the type of project.

Building Permit Application Fees:

Applicant shall be responsible for all costs related to their application including but not limited to plan review, inspections and administration. Deposits shall be submitted at the time of application in accordance with Chapter 24 Building Code of the Johnsborg Municipal Code. Deposit amounts anticipate plan review and routine inspections. Additional fees will apply for subsequent plan reviews, re-inspection or extra inspections. Payment in full shall be required prior to permit issuance.

Certifications:

I have checked with my homeowners association (as applicable), to see what requirements they have and if an architectural review is required as part of the subdivision covenants.

I understand that if the project scope warrants it and the project location is in a flood hazard area, a stormwater review fee of \$300 (at a minimum) will be added to the permit application fee and must be paid prior to picking up the building permit.

I hereby certify that the information contained herein is accurate to the best of my knowledge. I also hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Owner:_____

Signature of Applicant (if different than owner):_____