



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### Residential/Commercial EV Charger



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when **installing an electric vehicle charger** (Alterations permit). This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

**You will be creating a profile in our Accela portal** – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Construction plan
2. Cut sheets
3. Trust Disclosure form for properties in a trust

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A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks, Master Card and Visa.

1. A copy of the construction plan. A floor plan showing existing conditions and proposed construction for interior work.
2. A copy cut sheets for all installed systems as required by the current International Energy Conservation Code.
3. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

### Requirements at permit issuance:

4. Entrance permit
5. Fees
6. Performance Bond
7. Contractor Registration

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4. Prior to permit issuance an [Entrance Permit](#)/bond receipt or waiver from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
  5. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
  6. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
  7. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

### Building Code Requirements:

- DuPage County Building Code, [Article I, Sections 8-100](#)
- Minimum Planning Requirements, [Article II, Sections 8-200](#)
- Minimum Construction Requirements, [Article III, Sections 8-300](#)
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- Current Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

### Minimum Building Plan Requirements:

SO THAT DRAWINGS MAY BE PROCESSED QUICKLY AND EFFICIENTLY, THE FOLLOWING MINIMUM ITEMS SHOULD BE INCLUDED. SHOULD YOU NEED MORE DETAIL, [DUPAGE COUNTY BUILDING CODE IS AVAILABLE ONLINE](#).

### FLOOR PLANS ([See sample](#))

These must show the locations of any doors or windows, electrical, plumbing fixtures, showing location of the charger.

### BASIC ELECTRICAL REQUIREMENTS – 2020 NATIONAL ELECTRICAL CODE WITH ADMENDMENTS

- All outlets in garage must be on GFI.

**For properties in a floodplain:** Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)

- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160> ). It is a fillable PDF form.

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupagecounty.gov/building](http://www.dupagecounty.gov/building).