

ELECTRIC VEHICLE CHARGING STATION HANDOUT



Permit submittals are now available online at our
Citizen Self Service Portal.

Please visit the link below to register and apply

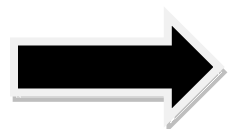
<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a permit for a residential car charger installation. This handout is not all inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details.

Please read the **“Step by Step Guide to the Permit Process Handout”** for the actual process of obtaining a permit.

CONSTRUCTION REQUIREMENTS:

- Drawings must include the following information:
 - Cover Sheet indicating the specific building codes and pertinent project information. Installation shall conform with the 2017 NEC article 625 part III.
 - Car charging stations should be installed on a minimum of a dedicated circuit following the vehicle manufacturer’s requirement. There are typically three levels of car charging, all require a continuous duty rating of not less than 125% of the maximum load.
 - Include the Manufacturer’s requirements and note the following
 1. Requires an individual branch circuit, with no other outlet.
 2. Overcurrent protection must be sized for continuous duty.
 3. The EV charging unit location shall be directly adjacent to the vehicle it is charging
 4. Power supply cord overall Cord length shall be minimum of 6’ to a maximum of 15’
 - Plans shall include the following:
 1. EV Charging unit brand, model, plug type and spec. sheets
 2. Size of the Electrical circuit required by the charger, amps or KW
 3. # size of wire
 4. Breaker size in amps
 5. Raceway size and NEMA wall plug type
 6. Drawing of raceway route from panel to charger.
 7. Written scope of work and signed contract



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2

IN PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

1. 1 set of construction drawings meeting the above requirements.
2. Completed permit application (in person only) and copy of signed contract
3. Contractors must be registered and bonded with the Village prior to the permit being issued

For permit applications and additional building information, please visit our website
<http://www.palatine.il.us>

Revised 09/24/20