

**PERMIT & INSPECTION GUIDELINES
ELECTRICAL VEHICLE CHARGING STATION**

A building permit is required for the installation of an Electrical Vehicle Charging Station (EVCS).

Application Process:

- Visit the City's online Customer Self Service (CSS) portal: <https://www.desplainesil.gov/css>
- Click on ***Login or Register*** to create an account (if necessary)
- Click on ***Apply***
- Search for and select ***Electrical - Vehicle Charging Station (Residential/Commercial)***.
- Use the *Residential* permit for EVCS single-family/two-family residences.
- Use the *Commercial* application for commercial, mixed-use, and multi-family apartments and condominiums.
- If an Electrical Service Upgrade is required, please submit an additional permit application for ***Electrical - Service Upgrade/Replacement (Residential/Commercial)***.

Submittal Requirements:

Include the following exhibits with your permit application:

- Single line diagram indicating conduit size and wiring size from panel to EVCS
- Specifications of EVCS to be installed (including amperage)
- Installation instructions provided by the manufacturer
- A Plat of Survey, Site Plan, and/or Floor Plan indicating the location of the EVCS, including required disconnecting means
- Proposed valuation of the project
- Company name, contact information, and license of electrician installing the EVCS
- A separate permit for an Electrical Service Upgrade is required if an upgrade to your electrical service is needed to install the EVCS
- Additional information based on property type:
 - Single-Family Residential & Two-Family Residential:
 - Load calculations for the residence
 - Letter from HOA stating that an EVCS may be installed, if applicable
 - Multi-Family Residential Apartments/Condominiums:
 - Letter from HOA or management company stating that EVCS may be installed for the proposed unit
 - Load calculation for the building showing that the existing building electrical service is sufficient for the proposed EVCS

Fees:

\$200 per EVCS

Contact:

Questions? Call the Building Division at (847) 391-5380 or email permits@desplainesil.gov.

Relevant Codes:

- State of Illinois:
 - The 2023 Illinois Electric Vehicle Charging Act requires new buildings to accommodate EVCS.
 - All new single-family, two-family, and small multi-family residential buildings (2-4 units) must have one EVCS-capable parking space per unit.
 - All new large multi-family residential buildings (5+ units) must be 100% EVCS-capable
 - EVCS-Capable is defined as the installation of an electrical panel with capacity and conduit to support a Level 2 charging station (208-volt or 240-volt or greater, 4-ampere or greater circuits)
 - If a development involves affordable units, additional EVCS-capable requirements may apply
 - Owners are encouraged to register their EVs with ComEd
 - National Codes: Refer to currently adopted National Electric Code for details. Applicants should be aware that EVCS contractors should be registered with the ICC.
- City of Des Plaines (effective January 1, 2026):
 - Electric vehicle supply equipment must be provided with one or more disconnecting means installed in a readily accessible location in case of emergency.
 - Installation of EVCS is not permitted in underground or enclosed parking garages, except if the fire code official deems safety improvements sufficiently safeguard against runaway fires in EVs.
 - Exterior installation must comply with zoning requirements for EVCS.

Inspection Requirements:

- A “Rough” and “Final” inspections will be required for each EVCS installation.
- Make sure all EVCS disconnects and circuit breakers are de-energized.
- All work must be completed in a neat and workmanlike manner [NEC 110.12].
- EVCS is installed, listed, labeled, and located, system and structural connections are installed, and all exterior penetrations are made in accordance with the approved plan and manufacturers’ instructions.
- Electrical wiring is in conduit (EMT for interior and IMC or RIGID for exterior) and is properly secured, supported, and routed to prevent physical damage.
- Electrical Conductors are of the correct size, correct type, and installed in accordance with the approved plans and the manufacturers’ installation instructions.
- Overcurrent devices are the correct size and type according to the approved plan, electrical service equipment rating and the manufacturers’ installation instructions.
- Access and working space for operation and maintenance of EVCS equipment, disconnecting means and panel boards are maintained [NEC 110.26].
- Grounding/bonding of the equipment according to the manufacturer’s instructions and the NEC.
- Disconnects installed according to the approved plan and properly located as required by the NEC and City of Des Plaines Building Code.

The following requirements pertain to EVCS in Apartments and Condos:

- EVCS spaces may only be used for parking and charging electric or hybrid vehicles.
- EVCS spaces shall be identified with signage indicating the intended use of the parking space.
- Advertising shall not be allowed on an EVCS.
- EVCS cannot be located within an enclosed or underground parking structure.
- Protection: Barrier curbing, steel bollards, or other adequate protection shall be used to protect charging station equipment from vehicle movements.
- Accessibility: Charging station equipment shall be located so as not to interfere with accessibility requirements of the Illinois accessibility code and other applicable accessibility standards.