



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

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[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Electric Vehicle Charging Station Permit Checklist

A permit is required to install an Electric Vehicle (EV) Charging Station. Please submit all materials electronically to [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org).

#### WHAT YOU NEED TO APPLY:

1. Building Permit Application
2. Existing plat of survey that has been marked up to show the entire site plan
3. Charging station specifications (i.e., manufacturer's brochure)
4. Electrical load calculations
5. Copy of the Electrician's license



#### PERMIT FEES:

Once the permit has been reviewed and approved, permit fees will need to be paid before work begins. The Fees for an EV charging station are as follows:

Permit review and inspection fee:	\$100.00
<u>Final inspection deposit (refundable after a passed final inspection)</u>	<u>\$500.00</u>
<b>Total due at permit issuance:</b>	<b>\$600.00</b>

#### REQUIRED INSPECTIONS:

- Two inspections are required: a rough and a final inspection.
- For a rough inspection, nothing should be concealed unless it has passed the inspection.
- A final inspection is scheduled once everything is complete.
- Inspections must be scheduled online at [www.villageofglencoe.org/inspections](http://www.villageofglencoe.org/inspections).
- Inspections are not accepted over the phone or through email.

#### COMED NOTIFICATION

- The Village recommends that the vehicle owner register the EV with ComEd. See: <https://secure.comed.com/SmartEnergy/SmartMeterSmartGrid/Pages/RegisterYourElectronicVehicle.aspx>

### GENERAL NATIONAL ELECTRIC CODE REGULATIONS:

- ● Refer to the adopted National Electric Code for details.
- Provide general information such as the manufacturer's installation instructions. The entire manufactured system shall be listed and labeled.
- Provide a complete electrical power plan indicating the location of all proposed electrical. Provide the electrical calculations of the services panel.
- For interior charging stations, provide a floor plan for the proposed location.
- For exterior charging stations, provide a marked-up plat of survey that shows the proposed location on the property.
- Provide details on the equipment construction such as the grounding pole, ventilation, markings, and cables. The grounded system shall be GFCI protected, the Faulted Circuits shall be isolated, and markings and or warning label(s) are required.

### VILLAGE OF GLENCOE GENERAL REGULATIONS (See [Zoning Code Section 5-101](#))

- Stand-alone electric vehicle charging stations located on a freestanding pedestal are permitted as an accessory use in all zoning districts.
- Electric charging station equipment may not be located in the public right-of-way.
- Each public charging station space must be posted with a sign indicating the space is only for electric vehicle charging purposes. Days and hours of operation must be included if time limits of tow-away provisions are to be enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.
- Charging station equipment must be maintained in good condition and all equipment must be functional. Charging stations no longer in use must be immediately removed.

### VILLAGE OF GLENCOE & STATE OF ILLINOIS REQUIREMENTS

- In 2023, the Illinois Electric Vehicle Charging Act was enacted, which requires new buildings to accommodate EV Charging. For more information, see the Illinois Electric Vehicle Charging Act (P.A. 103-0053).

### RESIDENTIAL

- Beginning January 1, 2024, all new SINGLE FAMILY and SMALL multi-family residential buildings (2-4 units) to have one EV-capable parking space per unit for designated parking.
- EV Capable is defined as installation of electrical panel capacity and conduit to support a Level 2 charging station (208-volt or 240-volt or greater, 4-ampere or greater circuits).

### COMMERCIAL / MULTIFAMILY

- Beginning April 1, 2024, building permits for new LARGE (5 or more units) multi-family residential are required to have 100% parking EV capable.
- Additional regulations and exceptions for commercial and multi-family residential properties. Please contact the Village for more information.

TO PURCHASE CODE BOOKS, CONTACT THE INTERNATIONAL CODE COUNCIL AT: 800-214-4321 [www.intlcode.org](http://www.intlcode.org)

#### IN EMERGENCY CALL:

Public Safety: 911 NORTH SHORE GAS: 866-556-6005 Com Ed: 800-344-7661  
J.U.L.I.E.: 811