



290 EVERGREEN DRIVE
VERNON HILLS, IL 60061
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(847) 367-3700 FAX: (847) 367-2541

APPLICATION CHECKLIST ELECTRIC VEHICLE CHARGER – 1 AND 2 FAMILY RESIDENTIAL

Permit Submittal Requirements

- Application form (use [Residential Permit Application](http://www.vernonhills.org/permit) at [vernonhills.org/permit](http://www.vernonhills.org/permit))
- Current electrical license
- Installer must be registered with IL Commerce Commission
- Proposal with homeowner signature and job cost required
- Plans/specifications: floor plan, charger cut sheet, specifications for new service and panel (if applicable), load calculations, electrical diagram (include detailed description of all elements)
- Plan Review fee¹ (\$25 or 0.2% of job cost, whichever is greater)

Permit Issuance, Inspections, and Bond Return

- At permit issuance, permit fee and refundable bond are due².
- Rough inspection (waived if all areas of work will be visible/accessible at completion)
Includes: New service (if needed), underground (if needed), rough electric
- Final inspection. Includes: final electric and any systems/areas impacted by work.
- Bond return. Completion bond will be processed for return to the original bond payer. Processing may take several weeks; all payments are authorized by action of the Board.

NOTE: Inspections must be requested at least 24 hours in advance. Re-inspection fees may be assessed in the event of multiple failed inspections. Bond will not be returned unless the project passes a final inspection or application is withdrawn without completing work.

¹ Plan review waived and permit issued over counter if scope only includes charger installation and residence has an existing 200 amp service

² Permit fee: \$30 (up to \$1,500); \$50 (\$1,501-\$5,000); 1% (>\$5,000)

Bond: \$50 (up to \$5,000); \$150 (\$5,001-\$15,000); 1%, capped at \$5,000 (>\$15,000)