



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

## APPLICATION CHECKLIST ELECTRIC VEHICLE CHARGER – COMMERCIAL / MULTI-FAMILY RESIDENTIAL

### **Permit Submittal Requirements**

- Application form (use [Commercial 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 property owner authorized signature and job cost required
- Plans/specifications: site plan (indicate location of work), 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 fee (\$75 or 0.2% of job cost, whichever is greater)

### **Permit Issuance, Inspections, and Bond Return**

- At permit issuance, permit fee and refundable bond are due<sup>1</sup>.
- Rough inspection. Includes: New service (if needed), underground (if needed), rough electric, pre-pour for support structure (if needed)
- Final inspection. Includes: final electric and any systems/areas impacted by work. Additional inspection required by Public Works Department for pavement restoration, striping, etc.
- 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 Bond will not be returned unless the project passes a final inspection or application is withdrawn without completing work.**

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<sup>1</sup> Permit fee: 1% of job cost (\$75 minimum)

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