



ELECTRONIC VEHICLE CHARGERS (EV)

PERMIT PROCESS

This information is being provided to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved. EV permits are submitted via mail or at the Village Hall.

Step 1: Permit Application Submittal

- **Permit application must include the project cost, completed contractor and signed** – www.vbg.org/PA
- **Copy of proposal** with homeowner's signature.
- **HOA approval letter copy**, if applicable.
- **Contractor Registration:** www.vbg.org/contractor
*All contractors must be registered in the Village of Buffalo Grove.
To check the most recent list of registered contractors, go to www.vbg.org/CL.*
- **Drawings must include** a cover sheet indicating the specific building codes and pertinent project information. Installation, codes and electrical standards shall conform to all the requirements of the Village.
- 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 requiring a continuous duty rating of not less than 125% of the maximum load.
- Include the Manufacturer's requirements with identifying the individual branch circuit with no other outlet, note the overcurrent protection sized for continuous duty and mark the location that should be directly adjacent to the vehicle it is charging.
- Power supply cord overall Cord length shall be minimum of 6' to a maximum of 15'.
- Plans shall include the following:
 - EV Charging unit brand, model, plug type and spec. sheets
 - Size of the Electrical circuit required by the charger, amps or KW 3. # size of wire
 - Breaker size in amps
 - Raceway size and NEMA wall plug type
 - Drawing of raceway route from panel to charger
- The permit packet submitted should include all the above items for review and add any other relevant information to the permit.
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time for this permit type. Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review

- VBG strives for an average review turnaround time of 5 business days once all required information is provided. However, during high permit season times, April – October, reviews can take up to 10 business days. Permits are reviewed in sequential order. We do not have expedited reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

Step 3: Permit Issuance and Construction Period



- **Permit Fees:** \$100 residential – 1.75% of Valuation (\$100 minimum) for commercial/non-residential. (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Step 4: Inspections

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections **Email inspections:** inspections@vbg.org



Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at:
www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org

VBG Code of Ordinances can be found at:
https://library.municode.com/IL/Bufalo_Grove

VBG Building Codes:
[Here](#)



www.vbg.org