

APPENDIX: EVSE PERMIT APPLICATION

FOR OFFICE USE ONLY

Application Number: _____

Permit Number: _____

Issued By: _____

Date Applied: _____

Date Issued: _____

SECTION 1 - GENERAL INFO

PROJECT ADDRESS _____

PROPERTY OWNER'S NAME _____

PHONE NUMBER _____

EMAIL _____

PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM PROJECT ADDRESS) _____

SECTION 2 - PROJECT DETAILS

BUILDING TYPE/EXISTING USE

MULTI-FAMILY

OFFICE

NEW CONSTRUCTION

OTHER: _____

EVSE LOCATION:

GARAGE

EXTERIOR WALL

STREET CURB

OTHER

MAXIMUM RATING OF
LEVEL 2 EV SERVICE
EQUIPMENT _____

kW

EVSE VOLTAGE _____

MANUFACTURER _____

NUMBER OF EVSE _____

LOAD OF EXISTING
PANEL SUPPLYING
EVSE _____

AMPS

TOTAL LOAD
(EXISTING PLUS
EVSE LOAD) _____

AMPS

SERVICE LOAD _____

AMPS

PROJECT DESCRIPTION:

SECTION 3 - CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME

CONTRACTOR LICENSE NUMBER

BUSINESS ADDRESS

CONTRACTOR CONTACT NAME

PHONE NUMBER

EMAIL

SECTION 4 - PERMIT FEE

The City of Darien utilizes a 3rd party vendor for plan reviews and inspections. Below is summary of fees for an Electric Vehicle Station

*Review Fees	\$65.00
*Inspection Fees	
Rough Electrical	\$50.00
Final Electrical	\$50.00
Total Permit Fee	\$165.00

*Rejected reviews or inspections are subject to additional fees as per the listed fees. All inspections require a 24-hour notice.

Additional questions please contact the Building Department at 630-353-8115 or mbelmonte@darienil.gov

SECTION 5 - IMPORTANT NOTICE

A permit must be obtained for all installations or alterations of electrical equipment BEFORE WORK STARTS. Refer to EVSE Permitting Checklist for additional documents required. Failure to provide all required documents, including **(1) Site Plan, (2) Electrical Diagram, and (3) Specification Sheets** and Installation Manuals will delay permit approval. All permits expire six(6) months after date of issuance. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within eighteen (18) months of a permit issue date.

Please Submit the following additional documents with the EVSE Permit Application

- Site Plan
- Electrical Diagram
- EVSE Specification Sheets and Installation Manuals
- Transformer Specification Sheets
- Load Calculation
- Automatic Load Management System

Permits and plans may be submitted electronically to mbelmonte@darienil.gov or in person at 1702 Plainfield Road. Upon receipt of plans the permitting process will take up to four working days. Additional questions please contact the Building Department at 630-353-8115

SECTION 6 - APPLICANT SIGNATURE

I, the undersigned, certify that I have proper authority to apply for this permit, that the Contractor has obtained a signed contract from the Property Owner for the specified work, that all contractors have consented to being listed, and that all the information contained on this application is true and accurate to the best of my knowledge.

NAME	TITLE
SIGNATURE	DATE

PERMITTING CHECKLIST



MINIMUM EVSE REQUIREMENTS

- 1** EVSE installed according to manufacturer's installation instructions.
- 2** EVSE is suitable for the environment (indoor/outdoor) in which it will be installed.
- 3** EVSE has a Nationally Recognized Testing Laboratory (NRTL) approved listing mark. (UL 2202/UL 2594)



PUBLIC PARKING ACCESSIBILITY

- 4 Offices:**
 - a) Number of EVSE spaces matches approved floor plan. 5% of EVSE public parking spaces, not less than one, for each type of EVSE are accessible.
 - b) All accessible EVSE spaces are at least 11 feet wide with an adjoining access aisle that is at least 5 feet wide (equivalent to the requirements for an accessible van parking space).
- 5 Multifamily:**
 - a) Number of EVSE spaces matches approved floor plan. 2% of EVSE parking spaces, not less than one, for each type of EVSE are accessible.
 - b) One in every six EVSE accessible spaces are at least 11 feet wide with an adjoining access aisle that is at least 5 feet wide to accommodate an accessible van.
 - c) All other EVSE accessible spaces are 8 feet wide with access aisles that are 5 feet wide. Adjacent aisles can be shared between two spaces.
- 6** In ADA accessible parking/charging spaces, EVSE is located such that ADA routes maintain a pathway of 4 feet at all times if in a publicly accessible.



LOCATION AND EVSE INSTALLATION REQUIREMENTS

- 7** Permanently installed EVSE are located at a height of:
 - a) Indoor location: 1.5 feet or more above floor level
 - b) Outdoor location: 2 feet or more above grade level.
- 8** When unobstructed, outlet or EVSE for ADA accessible parking spaces are located at a height of less than 4 feet.
- 9** Charging cord meets one of the following:
 - a) Does not exceed 25' in length, or
 - b) Is equipped with a cable management system
- 10** The EVSE is protected from vehicular impact through one of the following:
 - a) Installation in a location not subject to vehicular impact such as a side wall or 4 feet or more above floor level;
 - b) Wheel barriers;
 - c) Bollards; or
 - d) Other approved barrier



ELECTRICAL REQUIREMENTS

- 11** Electrical service rating is greater than or equal to the electrical service load as demonstrated by electrical service load calculations.
- 12** EVSE has a sufficient rating to supply the load served.
- 13** Service and feeder are sized for EVSE to be considered continuous loads unless an automatic load management system (ALMS) is used. If an ALMS is used, the maximum equipment load on the service/feeder matches the maximum load permitted by the ALMS.
- 14** The required overcurrent protection for the proposed EVSE are:
 - a) Rated for continuous duty
 - b) Have a rating of 125% or more of the maximum load of the equipment specification based on Table 1.
- 15** If the EVSE is rated more than 60 amps or more than 150V to ground, the disconnecting means is able to be locked in the open position and is in an easily accessible location not protected by locked doors or other obstructions.
- 16** Circuits serving EVSE do not serve any other end uses.
- 17** Circuit conductors are sized at 125% or more of EVSE nameplate current
- 18** Underground conduit meet minimum depth requirements in Table 2. Insulated conductors and cables are suitable for use in wet locations and protected from physical damage.
- 19** Portable EVSE is connected by one of the following:
 - a. A nonlocking 2-pole, 3-wire grounding-type receptacle outlet rated at 125V, single phase, 15 or 20 amps
 - b. A nonlocking, 2-pole, 3-wire grounding-type receptacle outlet rated at 250V, single phase, 15 or 20 amps
 - c. A nonlocking, 2-pole, 3-wire or 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, single phase, 30 or 50 amps
 - d. A nonlocking, 2-pole, 3-wire grounding-type outlet rated at 60V DC maximum, 15 or 20A
- 20** Fastened-in place EVSE are connected by one of the following:
 - a. A nonlocking 2 pole, 3-wire grounding-type receptacle outlet rated at 125V or 250V, single phase, up to 50 amps
 - b. A nonlocking, 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, three phase, up to 50 amps
 - c. A nonlocking, 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, single phase, 30 or 50 amps
 - d. A nonlocking, 2-pole, 3-wire grounding-type receptacle outlet rated at 60 V DC maximum, 15 or 20A amps
- 21** Fixed EVSE are permanently wired and fixed in place to the supporting surface.



INSPECTION CHECKLIST



HELPFUL TIP

Numbers that correspond to the requirement in the permitting checklist are provided next to the same requirement in the field inspection checklist.



MINIMUM EVSE REQUIREMENTS

- 1** Specifications of EVSE match the approved plans:
 - a) Maximum kW rating,
 - b) Voltage,
 - c) Ampacity,
 - d) Manufacturer
 - e) NEMA enclosure type.
- 2** EVSE installed according to manufacturer's installation instructions. (1)
- 3** EVSE is suitable to for the environment in which it is installed (indoor and outdoor). (2)
- 4** EVSE has a Nationally Recognized Testing Laboratory (NRTL) approved listing mark. (UL 2202/UL 2594). (3)
- 5** If EVSE with adjustable amperage setting is installed, equipment is fixed in place and adjusting means is accessible by qualified personnel with the use of a tool or password protected commissioning software.



PUBLIC PARKING ACCESSIBILITY

- 6 Offices: (4)**
 - a) Number of EVSE spaces matches approved floor plan. 5% of EVSE public parking spaces, not less than one, for each type of EVSE are accessible.
 - b) All accessible EVSE spaces are at least 11 feet wide with an adjoining access aisle that is at least 5 feet wide (equivalent to the requirements for an accessible van parking space).
 - b) One in every six EVSE accessible spaces are at least 11 feet wide with an adjoining access aisle that is at least 5 feet wide to accommodate an accessible van.
 - c) All other EVSE accessible spaces are 8 feet wide with access aisles that are 5 feet wide. Adjacent aisles can be shared between two spaces.
- 7 Multifamily: (5)**
 - a) Number of EVSE spaces matches approved floor plan. 2% of EVSE parking spaces, not less than one, for each type of EVSE are accessible.
- 8** In ADA accessible parking/charging spaces, EVSE is located such that ADA routes maintain a pathway of 4 feet at all times if in a publicly accessible. (6)



LOCATION AND EVSE INSTALLATION REQUIREMENTS

- 9** EVSE installation location matches approved floor plan.
- 10** Permanently installed EVSE are located at a height of: (4)
 - a) Indoor location: 1.5 feet or more above floor level
 - b) Outdoor location: 2 feet or more above grade level.
- 11** When unobstructed, outlet or EVSE for ADA accessible parking spaces are located at a height of less than 4 feet. (8)
- 12** Charging cord meets one of the following: (9)
 - a) Does not exceed 25' in length.
 - b) Is equipped with a cable management system that is part of the EVSE
- 13** Charging cord length reaches the vehicle's charging inlet without excessive slack.
- 14** The EVSE is protected from vehicular impact through one of the following: (10)
 - a) Installation in a location not subject to vehicular impact such as a side wall or 4 feet or more above floor level;
 - b) Wheel barriers;
 - c) Bollards; or
 - d) Other approved barrier.



ELECTRICAL REQUIREMENTS

- 15** Electrical service rating is greater than or equal to the electrical service load. (11 and 13)
- 16** Overcurrent protection are the type and rating according to the approved plan. (14)
- 17** For EVSE rated greater than 60 amperes or 150 volts, a disconnecting means is able to be locked in the open position and is located an easily accessible location not protected by locked doors or other obstructions. (15)
- 18** Circuits serving EVSE do not serve any other end uses. (16)
- 19** Circuit conductors are the type and size according to the approved plan. (17)
- 20** All electrical materials, devices, fittings, and associated equipment are listed and labeled.
- 21** Underground conduit meet minimum depth requirements according to the approved plan. Insulated conductors and cables are suitable for use in wet locations and protected from physical damage. (18)
- 22** Portable and fastened-in-place EVSE are connected to the wiring system according to the approved plans. (19 and 20)
- 23** Fixed EVSE are permanently wired and fixed in place to the supporting surface. (21)
- 24** Receptacles have GFCI protection.
- 25** All receptacles installed in a wet location for EV charging have a weatherproof enclosure with the attachment plug cap inserted or removed. If an outlet box hood is installed, it is extra duty.