



EV Charger Resource Guide

The City of DeKalb is committed to sustainability and making electric vehicle ownership as easy as possible. These checklists will walk you through the permitting and inspection processes for installing an EV charger in a home, multi-unit building or commercial building.

Permitting Checklist

- Select an electrical contractor that is registered with the City. A list of registered contractors can be found at cityofdekalb.com/DocumentCenter/View/2445.
- The Illinois Commerce Commission also provides a list of installers who have been certified to install EV charging stations. Using an ICC-registered installer is required for many rebates. The list can be found at icc.illinois.gov/authority/electric-vehicle-charging-station-installer.
- Complete and submit an electrical permit application to the Building & Code Division.
 - With the application, submit the charger specifications supplied by the manufacturer and building plans or a drawing showing the location of the charger.
 - The permit application can be picked up at City Hall or found online at cityofdekalb.com/DocumentCenter/View/3437/Electrical-Permit-Application.
 - The application and supporting documents can be submitted at City Hall or by e-mail at building@cityofdekalb.com.
 - The permitting process can also be done online at bsaonline.com/Home/Index?uid=2666.
- The permit fee is \$75 for homes. The base fee for multi-unit or commercial buildings is \$75-\$100 with more details available on the [fee schedule](#). It can be paid at City Hall or through the online process.
- Permit applications are reviewed within two weeks.

Learn more about owning an electric vehicle on the City's [EV ready website](#). Find the location of EV chargers, rebates & incentives and information on registering your EV.



EV Charger Inspection

Now that your EV charger is installed, follow these checklists to schedule and prepare for the City inspection.

Scheduling

- After the charger is installed, the property owner or contractor should contact the Building & Code Division to schedule an inspection.
 - Inspections can be scheduled by calling 815-748-2070 or through the same online process as permitting
- Inspections are available with as little as 24 hours' notice, depending on staff availability.

Inspection Checklist

The City inspector will check to make sure the following requirements have been met:

- All work to be completed in a respectable and professional manner.
- Project to be completed per approved plans and manufacturer's instructions with proper materials.
- Inspect all electrical wiring connections, wiring terminations, circuit breakers, trenches, and other electrical fixtures for proper sizing, protection, support, and condition.
- Receptacles and devices in wet locations require proper weatherproof enclosures, GFCI protection, and be listed for wet locations.
- All fire separation and barrier penetrations to be properly sealed.
- Means of disconnect to be installed per 2023 National Electrical Code and City of DeKalb amendments.
- Access and working space requirements to be compliant with the 2023 National Electrical Code.
- All circuits and equipment to be properly grounded.
- Labeling and signage meet the requirements of the 2023 National Electrical Code and City of DeKalb ordinances.
- Verify charging stations do not impede the requirements of the Illinois Accessibility Code and other accessibility requirements.