



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
[www.geneva.il.us](http://www.geneva.il.us)

# Electric Vehicle Charging Station Permit

Revised: 11/25/2025

## Do I need a permit?

Depending on the current configuration of your electrical service, and if a new electrical panel, sub-meter or outlet are needed to accommodate your vehicle's charging needs, a building permit may be required. If you already have the appropriate receptacle (either 120VAC or 240VAC) a building permit is not required. **A building permit is required for all new installations and modifications to electrical panels, meters, and electrical outlets.**

To determine if you already have the appropriate receptacle first confirm with your auto dealership what charging equipment your vehicle needs and the installation requirements. There are three types of electric vehicle charging stations:

Level 1 Charging – Provides charging through a common residential 120-volt (120V) Alternating Current (AC) outlet. The AC current is converted to direct current (DC) on board the vehicle to charge the battery. This charging level can take 40-50 hours to fully charge a battery electric vehicle (BEV) and 5-6 hours for a plug-in hybrid electric vehicle (PHEV), depending on how drained the battery is.

Level 2 Charging – Provides higher-rate AC charging through 240V (in residential applications) or 208V (in commercial applications) electrical service, and is common for home, workplace, and public charging. This charging level can take 4-6 hours to fully charge a BEV and 1-2 hours for a PHEV, depending on how drained the battery is.

Direct Current Fast Charging – Provides fast charging through 480V and higher electrical services, which converts AC to DC and Volts DC (VDC) within the charging station to deliver DC power directly to the battery. Direct current fast charging equipment offers rapid charging along heavy-traffic corridors at installed stations. DCFC equipment can charge a BEV to 80 percent in just 20 minutes to 1 hour. Most PHEVs currently on the market do not work with fast chargers.

Have a qualified electrical contractor provide load calculations for the existing electrical service. This information will need to be submitted to obtain a permit.

## Application and Drawing Procedures:

The following are guidelines and comments for obtaining an electric vehicle charging station permit:

- An Application for permit is to be filled out and submitted to the Building Division.
- For general permit application questions for any property within the City of Geneva, please contact the Building Division at 630 262-0280 or [pdf@geneva.il.us](mailto:pdf@geneva.il.us).
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485 because Mill Creek properties are not under the jurisdiction of the City of Geneva.
- The contractor's name, address, phone number and, if required, license numbers are to be filled out when submitting the application.

- If the contractor is a registered electric vehicle charging station installer with the Illinois Commerce Commission (ICC), provide the ICC registration number. A list of certified electric vehicle charging station installers is available on the [ICC's website](#).
- Two (2) copies of the plans showing the following information:
  - Electric panel must be provided with proper working clearance (3 foot by 3 foot of clear space must be maintained in front of the panel)
  - Detailed 1-line electrical diagram plus load calculations
- Permit fee is paid after review and approval of all required documents; you will be called when permit is ready to be picked up. Review is completed within 10 days after ALL required documents are received.

## **Fees: Electric Vehicle Charging Station**

- \$50.00 plan review fee plus
- \$75.00 for the first \$1,000 of project cost plus
- \$10 per each thousand or portion of the project cost after the first \$1,000
- **Re-inspection fee:** \$75.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, check (made payable to the City of Geneva), MC, VISA, MC, and AMEX.

## **General Comments:**

- Installation shall meet all the requirements of the 2023 National Electrical Code (NEC)
  - See Article 625 for EV charging requirements
- Panel location
  - 3 foot by 3 foot clear floor space is required in front of the electrical equipment.
- A minimum of 24-hour notice is required when scheduling any inspection.
- Service size to be a minimum of 100 amp or the load calculation, whichever is greater.
  - If electric service upgrade is required additional information will be required

## **Inspections – Clarification and Details:**

The following is a list of inspection(s) that may be required for your project and the approximate amount of time it will take for the inspection.

- |                           |                 |
|---------------------------|-----------------|
| ✓ <b>Final Inspection</b> | <b>1/2 hour</b> |
|---------------------------|-----------------|

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification, please call our office and speak with one of our building inspectors. (630-262-0280)

### **Final:**

- ✓ Check electric panel location.
- ✓ Verify panel bonding and grounding.
- ✓ Verify that the electric panel is labeled.
- ✓ Verify that the installation meets all NEC and manufacturer requirements.

## **Building Codes:**

The following are the Building Codes the City of Geneva has adopted.

City of Geneva Municipal Code	2021 Int'l Residential Code w/amendments
2021 Int'l Building Code w/amendments	2021 Int'l Fire Code w/amendments
2021 Int'l Mechanical Code	2021 Int'l Energy Conservation Code
2023 Nat'l Electrical Code	2021 Int'l Swimming Pool and Spa Code w/amendments
2014 State Plumbing Code	2021 Int'l Fuel and Gas Code w/amendments

## **Homeowner – Contractor Responsibilities:**

- It is the responsibility of the homeowner/contractor to schedule the required inspections. The required inspections are indicated on the plan review form, which is attached to your permit and the field copy of drawings. When calling to schedule an inspection, please have the address and permit number available. Inspections are completed within 5 days after the request for inspection.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



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**BUILDING DEPARTMENT**  
**109 JAMES STREET**  
**GENEVA, IL 60134**  
**630/262.0280**  
**pdf@geneva.il.us**

*For Office Use Only*

**PERMIT NUMBER** \_\_\_\_\_

**BIN NUMBER** \_\_\_\_\_

**APPLICATION FOR ELECTRIC VEHICLE CHARGING STATION PERMIT**

**PROJECT ADDRESS** \_\_\_\_\_

**APPLICANT**

Check here if applicant is property owner

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

ICC Registration # \_\_\_\_\_

**BUILDING TYPE**

- Residential
- Multi-Family
- Commercial

**TYPE OF CHARGING STATION(S)**

- Level 1 Charging
- Level 2 Charging
- Direct Current Fast Charging

**NUMBER OF CHARGING STATIONS**

Level 1 Charging \_\_\_\_\_  
 Level 2 Charging \_\_\_\_\_  
 Direct Current Fast Charging \_\_\_\_\_

**DESCRIPTION OF WORK**

*Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work*

**HISTORIC PRESERVATION**

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

Yes  No

**ZONING**

What zoning district is the property located in? \_\_\_\_\_

Is the use permitted at this location?  Yes  No

Is a variance needed?  Yes  No

**PROJECT COST**

What is the estimated project cost? \_\_\_\_\_

**I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**FEES**

**ROUTING**

Building Permit Fee \_\_\_\_\_  
 Fire Department Fee \_\_\_\_\_  
 Plumbing Fee \_\_\_\_\_  
 Public Works Fee \_\_\_\_\_  
 Tree Preservation Fee \_\_\_\_\_

Engineering \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Electric \_\_\_\_\_  
 City Engineer \_\_\_\_\_

Historic Preservation \_\_\_\_\_  
 Tree Preservation Review \_\_\_\_\_  
 Planning/Zoning \_\_\_\_\_  
 First Inspection Services \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_