

EV Charger Permit Checklist and Process

Note to Applicant:

Use this checklist to help you stay on track and assist you in your Electric Vehicle Charging Station (EVCS) permit process. All items listed under “Items needed for a complete application” must be submitted. Additionally, the applicant should review the “helpful tips” section for common project requirements.

Items Needed for a Complete EV Residential Permit Application for Plan Review:

- ☐ [To apply ONLINE first register by creating an Account Here.](#)
- ☐ A Copy of the electrician's license or number
- ☐ Pay permit application fee at time of submission, online or in person.

Items Needed For A Complete EV Commercial Permit Application For Plan Review:

- ☐ [To apply ONLINE first register by creating an Account Here.](#)
- ☐ Complete a [Building Permit Application for Commercial, Industrial or Multi-Family Units](#)
- ☐ Plan layout showing EVCS locations, electrical meter location and electrical panel location.
- ☐ Line diagram of electrical circuits indicating conduit and wire sizes, grounding and bonding requirements
- ☐ Pay permit application fee at time of submission, online or in person.

Plan Review:

[Additional Plan Review Information](#)

After all documentation is submitted to Community Development, it will go through a plan review process. City staff will contact you at the conclusion of the review. Before proceeding with installation, wait to hear from Community Development staff on your EV permit. Work with city staff following plan review on how to proceed.

Permitting Process:

[Additional Permit Information](#)

Get plans approved and receive your permit. Display permit properly and begin work!

Inspections:

[Additional Inspection Information](#)

Rough Inspection – If any work will be concealed inside walls, ceilings or underground, then an inspection is required before the work is covered.

Final Inspection – Once the work has been completed, the applicant or contractor should call the Building Department as soon as possible for a final inspection. Final inspection includes building, and electrical inspections.

Additional Requirements

- ☐ All installations must comply with all requirements in the currently adopted City of Rockford International Building Code (IBC) and the National Electric Code (NEC).
- ☐ All materials, devices, fittings, and equipment for the EVCS and all associated work shall be installed in strict accordance with all of the manufacturer's installation instructions.
- ☐ EVCS spaces may only be used for parking and charging electric or hybrid vehicles
[Multi-Family & Commercial Only](#)
- ☐ EVCS spaces shall be identified with signage indicating the intended use of the parking space.
[Multi-Family & Commercial Only](#)
- ☐ Protection: Barrier curbing, steel bolards, or other adequate protection shall be used to protect EVS equipment.
[Multi-Family & Commercial Only](#)