

Pre-permit and Inspection Checklist

The following information should be collected or referenced as part of the pre-permit process:

Electric Vehicle Charging System Permit Fees

- Fees will depend on the type of work being proposed – Please call the Building Department at 708-503-7703 or visit the following website
<https://www.villageofparkforest.com/173/Permits>

Code Requirements (reference for compliance)

- Village Adopted Zoning, Building and Electric Code
(<https://www.villageofparkforest.com/173/Permits>)
- EV Charging Act (<https://ilga.gov/legislation/ILCS/ilcs3.asp?ActID=4407&ChapterID=62>)

Documents Required (as applicable)

- Permit Application (<https://www.villageofparkforest.com/173/Permits>)
- Proof of Village contractor's license
- Copy of Installer's ICC certification
- Copy of Electrician's license
- Project description
- Project cost estimate
- Site Plan illustrating the location of the EVCS equipment, conduit routing, and site changes such as curbing, bollards or other protective/safety equipment
- Plat of Survey
- Single-line electrical diagram of the proposed work, including the following:
 - Conduit types and sizes, and numbers of conductors per branch run
 - Wire types, number of wires, and wire size
 - Branch run (approximate) distances
 - Number of conductors per branch run
 - Equipment grounding
 - Manufacturer and size of new and existing electrical panel(s) and disconnects in the EV charging circuits
 - Sub-metering, if applicable
 - Description of any power sharing, if applicable
- Electric load calculations
- Specifications and cut sheets of the proposed EV charging station equipment including maximum amps or kilowatts and voltage
- Photographs of existing panels or specifications for new EV charging infrastructure equipment including switchboards (V, A, phase), switches (V, A), panels (V, A, Phase), circuit breakers (V, A), transformers (V-in, V-out, kVA, Phase), and other new electrical equipment
- NEMA outlet specifications, if applicable
- Utility service upgrade applications between facility and utility, if applicable. [ComEd Commercial New Service Contact Information](#). Note, this is a new portal as of 2025.
- A Professional Engineer certification, if applicable
- Landscape Plan, if required
- Signage information, if applicable
- Project cost estimate

Contractor Registration

All electric vehicle charging system contractors should (must) be registered with the Illinois Commerce Commission (ICC) as a [ICC Certified EV Charging Station Installer](#). A current copy of an installer's ICC certification must be on file at the village/city/county or submitted prior to permit issuance.

If you have questions regarding the permit application or process, please contact the Village of Park Forest Building Department at 708-503-7703 or visit them in-person at 350 Victory Drive, Park Forest, IL 60466.

Inspection Requirements

When the work is completed, an on-site inspection is required and must be passed prior to use. In some cases, multiple inspections may be required, and this will be determined during the permit review process. Inspections are typically completed within seven days/hours of being requested, however, providing as far ahead as notice as possible for the Building Department is preferred.

The types of inspections that may be required include:

- Rough and final electrical service connection inspections
- Rough and final building inspections