



DuPage County Building & Zoning Department

Building Division

ELECTRIC UP-GRADES/REVISIONS



The following are guidelines and requirements to assist when doing **electrical work**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

Requirements to issue: (must be submitted in person & can be issued while you wait with the following information)

1. Application form for over-the-counter - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Trust Disclosure form for properties in a trust
3. Owner Authorization form if applicable
4. Fees
5. Performance Bond
6. Contractor Registration

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1. The application form for [over-the-counter permits](#) -please fill out completely.
 - Owner's name, address, phone number, email address
 - Site address if different
 - Cost of proposed project
 - Property on water/sewer or well/septic
 - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
 - Signature of property owner.
 2. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.
 3. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 4. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa.
 5. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
 6. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

Building Code Requirements:

2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule an inspection.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.