Building & Life Safety Department
Village of Arlington Heights
Phone (847) 368-5560
www.vah.com

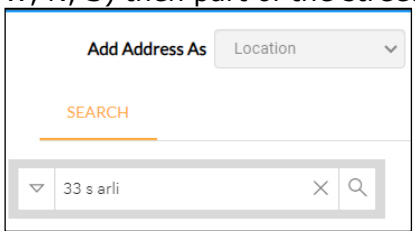
PERMIT TYPE: ELECTRICAL – PANEL UPGRADE

This application is to be used for Electrical Panel Upgrades to 100-, 200- or 400-AMP Panels Service

APPLYING FOR PERMITS: *All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system.*
https://www.vah.com/government/permits___licenses_/index.php

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:
Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.



PERMIT DETAILS:
On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- The valuation of the project

CONTACTS:
Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Applicant
- Electrical Contractor
- Owner

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information

MORE INFO:
Each permit requires information relevant to the specific permit application type. Answer the information relative to your project activities (versus existing conditions). The more involved the permit, the greater the volume of information and detail needed to be supplied.

ATTACHMENTS:
All required documents are to be provided as requested.

For this project the following documents are required:

- Service Upgrade Acknowledgement – Use the acknowledgement form specific to your project.
- Contractor's Proposal – needs to provide details of the work to be done and the cost of the project
- Electrical License from Testing Community

REVIEW TIME FRAMES:
This permit is referred to as an Over-The-Counter type permit. As long as no questions exist about the work to be performed, and all materials have been supplied, then the permit is processed so that you may be able to receive your permit within one business day.

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Code: NEC 2017 With Arlington Heights Amendments

Service Requirements - 100 Amperage

1. 100 amp upgrade requirements:
   A. Permit application required to be filled out by registered electrical contractor.
   B. Minimum fee $65.00 plus new circuits.
   C. Conduit riser requirements: (Per ComEd Red Book)
      I. Rigid steel conduit.
      II. Minimum size - two and one-half inch (2 ½")
2. Cable: THWN copper only.
3. Follow 5 foot rule for entrance cable.
4. Ground Wire sized per NEC table 250.66 – copper only
5. Conduit goes to the street side of water meter with approved ground clamp and tag wire to be continuous from panel to street side of meter to jumping the meter.
6. Two (2) supplemental grounding electrodes required 8 feet in length and 5/8" in diameter, minimum of 6' (six feet) apart. Connected to the ground lug at service meter. Meter socket shall have lugs to terminate ground rods. If meter socket does not have lugs to terminate ground rods, replacement of the meter socket may be needed.
7. Duct seal in LB fitting outside.
8. Contractor is to call for an inspection and also Commonwealth Edison for their inspection.
9. Service shall meet all applicable codes of 2017 NEC and Arlington Heights ordinances.

The undersigned has read and understands the information provided in this information handout, and agrees to comply with all applicable Village Codes.

Date: _____ Signature: _____ Print Name : _____

Title: _____ Job-Site Address: _____

Revised 3/20/2024

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Service Requirements - 200 Amperage

1. 200 amp upgrade requirements:
   A. Permit application required to be filled out by registered electrical contractor.
   B. Minimum fee $75.00 plus new circuits.
   C. Conduit riser requirements: (Per ComEd Red Book)
      I. Rigid steel conduit
      II. Minimum size - 2 and one-half inch (2 ½")
2. Cable: THWN copper only.
3. Panel: Recommended - 40 circuit with main breaker minimum.
4. Follow 5 foot rule for entrance cable.
5. Ground conduit: EMT or rigid steel.
6. Wire: #4 copper wire only per table 250.66
7. Conduit goes to the street side of water meter with approved ground clamp and tag wire to be continuous from panel to street side of meter to jumping the meter.
8. Two (2) supplemental grounding electrodes required 8 feet in length and 5/8" in diameter, minimum of 6' (six feet) apart. Connected to the ground lug at service meter. Meter socket shall have lugs to terminate ground rods. If meter socket does not have lugs to terminate ground rods, replacement of the meter socket may be needed.
9. Duct seal in two inch (2") conduit or LB fitting outside.
10. Contractor is to call for an inspection and also Commonwealth Edison for their inspection.
11. Service shall meet all applicable codes NEC 2017 of Arlington Heights ordinances.

The undersigned has read and understands the information provided in this information handout, and agrees to comply with all applicable Village Codes.

Date: _____ Signature: _____ Print Name : _____

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Service Requirements - 400 Amperage

1. 400 amp upgrade requirements:
   A. Permit application required to be filled out by registered electrical contractor.
   B. Minimum fee $95.00 plus new circuits.
   C. Conduit riser requirements: (Per ComEd Red Book)
      I. Rigid steel conduit.
      II. Minimum size - three inch (3”)
2. Cable: THWN copper only.
3. Panel: Recommend 2-40 circuit with main breaker.
4. Follow 5 foot rule for entrance cable.
5. Wire: #4 copper wire only per Table 250.66.
6. Conduit goes to the street side of water meter with approved ground clamp and tag wire to be continuous from panel to street sdie of meter to jumping the meter.
7. Two (2) supplemental grounding electrodes required 8 feet in length and 5/8" in diameter, minimum of 6' (six feet) apart. Connected to the ground lug at service meter. Meter socket shall have lugs to terminate ground rods. If meter socket does not have lugs to terminate ground rods, replacement of the meter socket may be needed.
8. Duct seal in two inch (2") conduit or LB fitting outside.
9. Contractor is to call for an inspection and also Commonwealth Edison for their inspection.
10. Service shall meet all applicable codes of 2017 NEC and Arlington Heights ordinances.

The undersigned has read and understands the information provided in this information handout, and agrees to comply with all applicable Village Codes.

Date: _____ Signature: _____ Print Name : _____

Title: _____ Job-Site Address: _____

Revised
3/20/2024