

ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT  
215 S. MARTIN LUTHER KING JR. BLVD. SUITE 100  
SOUTH BEND, INDIANA 46601  
Phone: 574-235-9554/Fax: 574-235-5541

PAYMENT:  
CHECK # \_\_\_\_\_  
CARD ☐ \*WE DO NOT ACCEPT AMERICAN EXPRESS  
CASH ☐ \*EXACT PAYMENTS MAY BE  
REQUIRED IF WE ARE UNABLE TO  
MAKE CHANGE FOR CASH  
PAYMENTS

## APPLICATION FOR ELECTRICAL PERMIT COMMERCIAL EV CHARGER - IN ROW

**\*IF THIS EV CHARGER WILL BE LOCATED IN THE PUBLIC RIGHT-OF-WAY, a RIGHT-OF-WAY ENCROACHMENT PERMIT must be obtained, as well as an ADDRESS assigned to this project from City (574-235-9251) or County (574-235-7800) Engineering/Public Works, before submitting this application to the Building Department.**

PERMIT #: BD _____	DATE: _____
PROPERTY ADDRESS: _____	
OWNER NAME: _____	PHONE: _____
MAILING ADDRESS: _____	

PLEASE COMPLETE THE CHART BELOW, NOTING THE QUANTITY OF EACH ITEM ON THE LEFT, AND CALCULATING THE FEES ON THE RIGHT. FIND OUR FEE SCHEDULE AT THE LINK BELOW:  
<https://southbend.in.gov/wp-content/uploads/2026/01/FeeSchedule-2026-1.pdf>

Qty.	Description	Amount	Fees Owed
	Switchboards & Panel Boards (Sub Panels) (new and replaced)		
	60 amp. _____		
	100 amp. _____		
	200 amp. _____		
	400 amp. _____		
	600 amp. _____		
	Over 600 amp. Up to 2,000 amp. _____		
	Over 2,000 amp. _____		
	Circuits, each (new and replaced)		
	Reset, relocation, and reconnection		
	Other: _____		
	Dedicated EV Charger Meter		
<b>MINIMUM PERMIT FEE: \$60.00</b> *See Fee Schedule for breakdown of fees		<b>Total:</b>	

AEP Work Order Number: \_\_\_\_\_

IF THERE WILL BE NO NEW CONNECTION TO A PANEL, SUBPANEL, OR DISCONNECT, PLEASE VERIFY HERE: BY CHECKING THIS BOX (AND NO AMPERAGE MARKED ON CHART ABOVE): ☐

<b>PLEASE SELECT ONE ITEM FROM EACH ROW BELOW:</b>	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Existing Building
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other
<input type="checkbox"/> Level 1: up to 120V	<input type="checkbox"/> Level 2: single/three-phase <input type="checkbox"/> Level 3: Direct Current Fast Charger
<b>*For levels 2 and 3, please provide inverter info./plans</b>	
Will a Separate Meter be installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, be sure to mark the Reset, relocation, and reconnection option in the chart above \$60.00	
<b>***PLEASE PROVIDE SITE PLAN (NOT TO SCALE) SHOWING THE ITEMS BELOW (IF APPLICABLE)***</b>	
Charger Meter/Install Location, Disconnect, Bollards	

It is hereby certified that the work herein called for is in accordance with the provisions of the Electrical Codes of St. Joseph County and the City of South Bend, Indiana.

Electrical Contractor: \_\_\_\_\_  
(Please list Company Name, how registered within our jurisdiction)

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_