

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://southbendin.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		
MINIMUM PERMIT FEE: \$60.00 *See Fee Schedule for breakdown of fees		Total:	

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):

PLEASE SELECT ONE ITEM FROM EACH ROW BELOW:			
<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			
*For levels 2 and 3, please provide inverter info./plans			
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			
PLEASE PROVIDE SITE PLAN (NOT TO SCALE) SHOWING THE ITEMS BELOW (IF APPLICABLE)			
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: _____