

# CITY OF McHENRY

## ELECTRICAL CHANGE OR UPGRADE APPLICATION

PERMIT NO. \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ P.I.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME \_\_\_\_\_  OWNER  TENANT

HOME PHONE (\_\_\_\_) \_\_\_\_\_

WORK PHONE (\_\_\_\_) \_\_\_\_\_

ESTIMATED COST OF WORK: \$ \_\_\_\_\_

TYPE OF WORK:  Change or Upgrade Service  Add Feeder Panel (Sub-Panel)  
 Other: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

ISSUING JURISDICTION \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

### PERMIT SUBMITTAL CHECKLIST:

IN ORDER TO PROCESS YOUR PERMIT IN A TIMELY MANNER, THE FOLLOWING ITEMS ARE REQUIRED.

- Completed Permit Application, and accompanying documentation.
- Two (2) copies Plat of Survey, showing the approximate current location (& new, if applicable) of the Service Drop (overhead) conductors or Service Lateral (underground) conductors.
- Size (in Amperes) of New Service: \_\_\_\_\_  Size (in AWG) of Service Entrance Conductors: \_\_\_\_\_
- Size (diameter) of Raceway, in inches: \_\_\_\_\_
- Service Entrance Raceway:  Rigid Metal Conduit  Intermediate Metal Conduit  Electrical Metallic Tubing
- Wire Insulation Type: \_\_\_\_\_ Conductor Material:  Copper  Aluminum
- Location of Main Disconnect:
  - Inside (at the panel)  Outside (at the meter)

**\*All Bonding & Grounding must originate at the first disconnecting means.\***

Permit Cost: Residential \$50.00; Commercial \$110.00

I HEREBY DECLARE THAT THE INFORMATION HEREIN AND ATTACHED IS CORRECT AND AGREE IN CONSIDERATION OF AND UPON ISSUANCE OF PERMIT, TO DO OR ALLOW TO BE DONE ONLY SUCH WORK AS HEREWITH APPLIED FOR AND THAT SUCH PREMISES AND ITS EXISTING AND PROPOSED BUILDINGS AND STRUCTURES SHALL BE USED OR ALLOWED TO BE USED FOR ONLY SUCH PURPOSES AS SET FORTH.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(OWNER OR AUTHORIZED AGENT)

THIS PERMIT IS GRANTED AND ACCEPTED WITH THE EXPRESS UNDERSTANDING AND AGREEMENT THAT SAID BUILDING AND CONNECTIONS SHALL CONFORM IN ALL RESPECTS WITH THE ORDINANCES OF THE CITY OF McHENRY AS NOW IN FORCE REGULATING THE CONSTRUCTION OF BUILDINGS.

\_\_\_\_\_ DATE: \_\_\_\_\_  
(DIRECTOR, COMMUNITY DEVELOPMENT)

For office use only.

ZONING DIST: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_

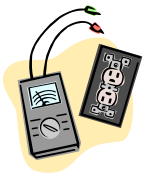
### PERMIT FEES

BUILDING: \_\_\_\_\_

MISC.: \_\_\_\_\_

COPIES: \_\_\_\_\_

TOTAL: \_\_\_\_\_



# Basic Electrical Information

(General Information Only, refer to the 1999 NEC and Municipal Code Chapter 7-125)

**ELECTRICAL WORK SHOULD ONLY BE DONE BY QUALIFIED PERSONS.**



1. A **Building Permit** is **required** before any electrical up-grading may be started.
2. **Always** consult with the Electrical Utility Company before changing or upgrading your service; they have specific requirements, outside of the NEC that you must also comply with.
3. The State of Illinois requires by law that you contact **Joint Utility Locating Information for Excavator's** anytime you dig or excavate. You must call **JULIE** at least 48 hours prior to digging. [1-800-892-0123]
4. Any Electrical Contractor you hire must have a valid License, and provide the number to the Community Development Department before the Permit will be issued.
5. The smallest electrical service allowed by Code for residential purposes is 100 Amperes .
6. Where there is a metallic water supply line entering your home, and that line is in contact with the earth outside of your foundation for 10 or more feet, a properly sized **Grounding Electrode Conductor** must run from your panel to the water line. This conductor must be bonded to the water line within the first 5 feet of the point it enters the building (with a listed clamp), a bonding jumper is required at the water meter.
7. The **Grounding Electrode Conductor** must be continuous, or be spliced with an irreversible crimp connection, or by means of an exothermic weld.
8. Where exposed to physical damage, the **GEC** must be provided with a n approved means of protection (talk to an Inspector). When the means of protection is metal conduit of any type, it must be bonded to the raceway (conduit) at both ends by listed fittings.
9. All **Grounding and Bonding** conductors must be correctly sized, using **NEC Tables 250-122 & 250-66**.
10. A **Bonding Jumper** is required between the gas line and the hot & cold water lines (usually at a point near the water heater). When an electric water heater is installed, the water lines must be bonded.
11. The electrical Panel must not be installed in a bathroom or in a closet used to store flammable or combustible items (clothes closets, pantries, linen closets, etc.).
12. Adequate working space must be provided at the panel and at the meter, per **NEC 110-26**.
13. For overhead services, adequate clearances must be provided at the drip loop (10 feet), over decks (10 feet), over any walking surface or yard (10 feet), and over driveways (12 feet). Additional requirements apply to swimming pools, spas or hot tubs.
14. At the meter, two (2) grounding electrodes (typically rods) are required. These must be a minimum of 8 feet in length, and be at least 6 feet apart. The **Grounding Electrode Conductor** must be continuous from the furthest electrode to the lug in the meter cabinet, and be attached to the electrodes with clamps listed for "Direct Burial". A means of bonding other systems (phone, cable or satellite TV) must be provided.
15. Whenever any part of an eccentric or concentric knock out is left in place, a bonding bushing must be installed to insure a safe path for any fault current.
16. Whenever a Feeder Panel (sub-panel) is installed, the main bonding jumper must be removed from that panel. This applies to meter cabinets or pedestals with the Main Disconnecting Means mounted outside of the dwelling. All bonding and grounding must originate at this "first point of disconnect".
17. See the information provided for Accessory Structures before adding any electrical feeders to a shed, detached garage, or similar structure.

**This is general information, and is not intended to be instructional in nature.**

Please call the Community Development Department and speak to an inspector if you have any questions.

**815-363-2170**



**1-800-892-0123**

or:

