



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

ELECTRIC UP-GRADES/REVISIONS



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here 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.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Trust Disclosure form for properties in a trust

A non-refundable application fee will be required at the time you submit and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics) and a Drainage Review fee. We accept exact cash, checks, Master Card and Visa.

1. 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.

Requirements for permit issuance:

2. Fees
3. Performance Bond
4. Contractor Registration

2. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa.
3. 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.
4. 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:

2020 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 180 days after the issuance of a permit, or when more than 180 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.dupagecounty.gov/building.