



## **ELECTRIC SERVICE UPGRADE PERMIT REQUIREMENTS**

The Mundelein Building Department will no longer be issuing service upgrade permits “over the counter”. Service upgrade permits will undergo a plan review similar to those of other permits.

In order for your service upgrade permit to be accepted for review and processing, the following information must be supplied with your application:

1. Two (2) copies of the Plat of Survey indicating the location of the electrical meter and the direction in which the Commonwealth Edison service runs to the building.
2. Indicate whether underground or overhead.
3. Provide the make and voltage rating of the new panel board.
4. Location of the panel board in relationship to the meter housing.
5. Wire size.
6. Conduit size and type.
7. Height of service mast if overhead.
8. Size and type of grounding electrode conductor.
9. Size, type and location of grounding electrode (i.e., water pipe, ground rod, etc.)

Please be sure your submittals contain the aforementioned items and are clear and precise.