



REQUIREMENTS FOR EV CHARGING STATION INSTALLATIONS

Depending on the current configuration of your home electrical service, and if a new electrical panel, sub-meter or outlet are needed to accommodate your vehicle's charging needs, a building permit will be required. If your home already has the appropriate outlet (either 120VAC or 240VAC) and you already have or do not need a separate electrical meter/ sub-meter, a building permit is not required.

Plan Check

1. Submit through the City's Online Permit Portal:
 - a. Site plan showing the project address, scope of work, property lines, footprint of residence with location of garage identified, location of charging station and location of electrical meter panel.
 - b. Size (height, width and depth) of charging system, with a single line electrical plan signed by an Electrical Engineer or C10 Contractor. Include location(s) of new and existing meter/sub meter and charge controller as well as wire sizing and routing.
 - c. Existing panel rating, proposed charging load & calculations for systems over 220 volts and/or 40amp
 - d. EV Charger manual

Permit – (Electrical)

1. Contractor (C-10)
 - a. Copy of State Contractor's License on file with License Board
 - b. Certificate of Worker's Compensation
 - c. Letter of Authorization to act as Agent for Contractor

Inspection – (Requests for next day inspections must be made by 4:00p.m.)

1. Final Inspection – when system is complete and operative