

Electric Vehicle Charging Station

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in .pdf format to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Commercial, create online as: **Commercial Alteration**

1 & 2 family, create online as: **Residential Electrical**

30% of permit fees due with this application. Balance of fees (building, impact, etc.) due at time of permit issuance. All subcontractor permits shall be issued prior to commencing work.

1. Site Information [<Survey>](#)

a. Survey, signed/sealed showing:

- Location, Setbacks, number & layout of proposed charging station(s) _____
- Existing Structures, Easements and Lot Size _____
- Power Lines and Service Drop Location _____
- Provide NAVD Elevation of equip. pad & Elevation Certificate, *if applicable* _____
- If in Flood Hazard Zone submit Floodplain Development Permit, *if applicable* _____
- Lot drainage plan – to include direction of flow arrows, *if applicable* _____

2. Plans [<Building Plans>](#)

a. Signed & Sealed Architect/Engineer plans including but not limited to:

- Plan showing EV location(s), curbs, parking striping info, etc. _____
- Show ADA spaces and signage as required _____
- Typical section & elevations of EV charger with dimensions _____
- Mounting location attachment details, fasteners, etc. _____
- Foundation Plan with anchor/attachment details _____
- Bollard location with details and foundation plan _____
- Details and location of any trenches _____
- Wind Load Calculations _____
- Electrical Info, Panel Schedule, Riser, Transformer location, etc. _____
- Switchboard, Panel, etc mounting or attachment details _____
- Signage info, foundation and mounting/attachment details _____

3. Supporting Documents [<Supporting Docs>](#)

- a. Owner/Builder Affidavit, *if applicable* _____
- b. Completed Drainage Certification form, *if applicable* _____
- c. Elevation Certificate signed/sealed, *if applicable* _____
- d. Manufacturer specs for EV Charging station and any accessories _____
- e. HOA/POA approval, *if applicable*, for condo & townhouses _____

All work shall comply with *NEC*[®] and *FBC*