

Residential Remodel Building Permit Requirements **Electrical Vehicle Charger**

Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
 1. List the site address on all documents and plans.
 2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

General guidelines

- The installation must comply with the 2020 National Electrical Code (NEC)
- Specify explicitly in the provided documentation the connection method of the charger to the circuit.
- If the charger is cord and plug connected to an installed receptacle/outlet, make sure it is Ground Fault Circuit Interrupter (GFCI) protected as per Article 625.54 of the 2020 NEC.

Required documents

Attach the following to the online application:

1. A drawing detailing the location of the charger in relation to the electrical panel
 - a. The drawing must specify the wiring method and sizes of conduit and conductors or cables.

2. A service load calculation to verify the adequacy of the existing electrical service. It is advised to have this verified by a qualified technician or other experienced resources. List explicitly specific code sections for load calculations.
3. The manufacturer's specifications and installation instructions for the charger.

Important additional requirements for a successful inspection

- Download, print and have the following documents ready for the inspector from the [Customer Access](#) portal:
 - A color copy of all final stamped permit documents (i.e., all the ones reviewed and approved – these documents are found in the Customer Access portal and will have the file name marked as "FINAL").
 - A copy of the review comments.
- The manufacturer's specifications and installation instructions for the charger must be available during the inspection.