

TOWN OF DICKINSON – ELECTRIC VEHICLE (EV) CHARGING STATION PERMIT APPLICATION



Code Enforcement: 153 Old Front Street Binghamton, NY 13905 Phone: 607-723-9401 Email: kdoyle@townofdickinson.com

Permit Fee: \$100.00 per parking station or stall

Application Date: _____ Tax Map No: _____ Permit No: _____ Total Fee: \$ _____

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE PERMITS DEPARTMENT ALONG WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

Project Location: _____

Property Owner: _____ **Phone #:** _____

Mailing Address (if different from project location): _____

Email: _____ **Estimated Cost: \$** _____

Contractor: _____ **Phone #:** _____

Business Address: _____ **Email:** _____

Insurance Received? Yes No

Permit Type: (Select one)

<input type="checkbox"/> Level 1-120 VAC*	Residential properties only. Level refers to using a standard house outlet to charge an EV. Homeowner to obtain an Electrical Underwriters Certificate after installation and submit to the Building Division Records Department. This voltage is the type that supports ovens and other large appliances.
<input type="checkbox"/> Level 2-240 VAC*	
<input type="checkbox"/> Level 3-480 VAC* No. of stations:	Commercial properties only. Also called DC fast chargers, these chargers use a 480 plug to provide direct current (DC) electricity to the battery.
<i>*Levels of electrical current are called VAC or "Volts Altering Current"</i>	

Preapplication Verification:

Prior to submitting an application for processing, the applicant shall verify that the installation of electric vehicle charging station(s) will not have specific adverse impact to public health and safety and/or building occupants. Such verification shall be in writing and shall include all necessary maps, diagrams, technical drawings/specifications and any other documents necessary to provide the following information:

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- A. A letter from the utility company servicing the proposed charging station site certifying that the electrical system capacity and loads are sufficient, or will be upgraded to be sufficient, to accommodate the charging station(s) prior to the installation thereof;
- B. Electrical system wiring, bonding and overcurrent protection;
- C. Building infrastructure affected by charging station equipment and associated conduits;
- D. Areas of charging station equipment and vehicle parking;
- E. Any additional information that the Code Enforcement Officer may reasonably require, including, but not limited to, a letter from a certified engineer as to the safety of all proposed construction.

Submission Requirements:

- 1. A completed permit application.
- 2. The permit application fee.
- 3. A proposed site plan (for projects located in nonresidential zoning districts, or for commercial use).
- 4. An accurate survey or depiction showing the proposed placement of the charging station(s).
- 5. For charging station(s) proposed to be located inside a structure, a floor plan showing the proposed location of the equipment.
- 6. Manufacturers specifications, including the UL listing.
- 7. Single-line wiring diagram, including the following:
 - a. Conductor types and sizes.
 - b. Size of the over current device (circuit breaker) supplying the EVCS.
 - c. Conduit size, type and location.
 - d. The manufacturer and model of the charging stations.
 - e. The size of the main electric panel, distribution panels (subpanels) and disconnects.
 - f. Type (level) of charging station.
 - g. Electrical load calculation, including the size of existing electrical panel, existing load on the panel and proposed load/circuits from the electric vehicle charging system.
 - h. Verification that the existing main service panel and all panels in the electrical system used for the charging station(s) are safe and free of electrical hazards.

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- i. Verification of compliance with NYS Building Code, Chapter 4, Section 406.2.7, or any updated or amended version of the same. Verification of compliance with NFPA 70-531, Article 625, or any updated or amended version of the same.
- 8. Verification of compliance with all state or federal regulations applicable.

AFFIDAVIT: This application Is true to the best of my knowledge as I am the owner or person representing the owner to file this application. With this application the owner agrees, upon approval, that all work will comply with NYS Uniform Fire and Building Codes and any change shall be brought to the inspector and designers attention. Owner and or contractor is responsible to contact this office with a minimum of 24 hour notice for required inspections.

Owner or applicant’s printed name: _____ Date: _____

Owner or applicant’s signature: _____ Date: _____

Code Enforcement Office Use:

PERMIT IS: GRANTED DENIED

Date

Code Enforcement Officer