

Electric Vehicle Charging Station Checklist

1. Complete Site Plan Application

- Submit a Site Plan application to Planning & Zoning.
- Wait for Site Plan approval before applying for permits.

2. Apply for Required Permits (after Site Plan approval):

- **Building Accessory Structure Permit (Residential & Commercial)**
 - Must be applied for by a registered **General Contractor**.
 - One file submittal required, including city-approved Site Plan for plan review.
- **Electrical Accessory Structure Permit (Residential & Commercial)**
 - Must be applied for by a registered **Master Electrician**.
 - No plan review is required for trade permits.

3. Plan Review Timeline

- Standard review time: **10 business days**.

4. Code Compliance

- Compliance is subject to the **field inspector's approval**.

5. Schedule Inspections

- All inspections must be scheduled **online**.
- For help, contact **Building Inspection at 972-216-4113**.