

# Office of Building Department

## Town of Southington, Connecticut

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## EV CHARGER PERMIT REQUIREMENTS

To obtain a permit for the installation of an EV Charger, the applicant shall FIRST apply through the online permitting system, CITY SQUARED. All required forms for Commercial installations (Fire Department fee sheet and Zoning Permit Application) are available in this permit package for your convenience. If you have questions regarding the Zoning process, please contact them directly at (860) 216-6250.

### Application Materials Checklist

Below is a checklist of materials needed for EV Charger applications. Please note that applications with missing information and/or attachments will be delayed.

**\*All forms are to be uploaded to the online application.**

### **Residential Applications only:**

- Only an Electrical permit application is required (please select "*Electrical*" and then "*EV Charger*").
- In the Detailed Description area in the online application, provide the type of EV Charger (level 1/level 2), system size, wiring methods and location of equipment installed.
- Copy of E-1's Electrical License.
- Certificate of Insurance (COI) showing Workers' Comp coverage or State of CT Workers' comp waiver.
- If an EV Charger is to be installed in a community with a homeowners association (HOA), an HOA approval letter is required.

### **Commercial Applications Only:**

- Electrical permit application is required (please select "*Electrical*" and then "*EV Charger*").
- Building permit application is required (please select "*Building*" and then "*Commercial Alteration/Renovation - Exterior*").
- In the Detailed Description area in the online application, provide the type of EV Charger (level 1/level 2), system size, wiring methods and location of equipment installed.
- Copy of E-1's Electrical License.
- Certificate of Insurance (COI) showing Workers' Comp coverage or State of CT Workers' comp waiver.
- Complete and upload the Fire Department fee sheet.
- Apply for a Zoning application with the Zoning Department.

**RESIDENTIAL INSPECTION REQUIREMENTS:**

- Underground/Trench/Conduit Inspection
- Footings
- Final Electrical

**COMMERCIAL INSPECTION REQUIREMENTS:**

- Underground/Trench/Conduit Inspection
- Footings
- Final Fire Department Sign Off, if required
- Final Zoning Sign Off, if required
- Final Electrical
- Final Building

**CONTACT NUMBERS:**

Building Department (860) 276-6242

Fire Department (860) 621-3202

Zoning Department (860) 276-6250