



Purpose: Establish the process for the review and permit of Electric Vehicle Supply Equipment (EVSE) in commercial applications.

- 1) Obtain site planning approval for the proposed work. [Electric Vehicle Chargers – Site Planning Submittal Process](#)
- 2) Customer shall then submit the approved site plan and electrical plans sealed by an electrical engineer for plan review. See link for electrical plan submittal requirements [Electrical Submittal Requirements](#)
- 3) Plans for review may be submitted in person by making an appointment online at [Planning and Development Online Appointment Scheduling](#) or electronically at [Online Project Tools](#).
- 4) Plans will be screened for completeness prior to acceptance for plan review.
- 5) Once accepted, construction plans are logged in, charged a plan review fee, and then assigned to the plan review team.
- 6) See current plan review times at [Plan Reviews: Turnaround Times](#).
- 7) Once the plan review is complete, there will be one of two outcomes:
 - a) If corrections are required, they are returned to the customer for modifications and are required to be resubmitted for another review.
 - b) If approved, the permit is set up and the customer is notified the permit is ready for issuance.