

The City of Lafayette Electric Vehicle Charging Station (EVCS) Permit Application Process

The City of Lafayette is committed to supporting the deployment of electric vehicle charging stations (EVCS) through a transparent, efficient, and accessible permitting process. This process is designed to provide clear guidance for residents and businesses while ensuring public safety, building code compliance, and equitable access.

The City publishes all relevant information online to guide applicants through the permitting and zoning process.

Step 1: Determine Permitting Requirements

Applicants should confirm the type of EVCS installation:

- Residential EVCS: Single-family or multi-unit residential property
- Commercial/Non-Residential EVCS: Workplace, retail, parking garage, or public lot

Required Permits:

1. Building Permit: Required for all EVCS installations to ensure compliance with structural and construction codes.
2. Electrical Permit: Required for all EVCS installations to ensure compliance with electrical codes, safety, and interconnection standards.

Optional/Conditional Permits:

- Zoning Review: Required if the proposed EVCS:
 - Modifies existing land use
 - Requires variance from parking, setback, or height regulations
- Certificate of Appropriateness (COA): Required for properties located within a Local Historic District.
- Fire Department Review: Required only if the EVCS installation includes a stationary energy storage system (ESS), as defined in applicable fire codes.

Step 2: Application Submission

Applicants submit the following materials electronically via the City's online permit portal:

- Completed Building and/or Electrical Permit Application Form(s)
- Pre-Submittal Checklist (site plan, electrical diagram, specification sheets, contractor list, owner authorization)
- Any required COA or zoning approval documentation
- Applicable fees

Step 3: Department Review Process

| Department | Role | Trigger | Review Type |
|--------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|
| Engineering Department | Conducts plan review and inspections for EVCS installation | All EVCS projects | Mandatory for all projects |
| Planning Department (Area Plan Commission) | Reviews site layout, land use, and zoning compliance | Only triggered if EVCS installation: • Modifies land use | Conditional; may be concurrent with Engineering review |

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|-----------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------|
| | | • Requires setback, height, or parking variance | |
| Fire Department | Reviews for safety of stationary energy storage systems or other fire hazards | Only triggered if EVCS includes an ESS | Conditional; may be concurrent or sequential as determined by Engineering Department |
| Historic Preservation/ COA Review | Reviews for visual impacts and compliance with Historic District guidelines | Required if property is within Local Historic District | Conditional; usually sequential |

Step 5: Permit Issuance and Inspections

1. Once all required departments approve the application, the Building and/or Electrical Permits are issued.
2. Applicant schedules inspections through the Engineering Department for installation verification.
3. Final approval is granted upon passing inspections. Conditional approvals from Planning, Fire, or Historic Preservation must also be completed if triggered.

Step 6: Public Access to Permitting Information

All permitting requirements, checklists, forms, fee schedules, and contact information are published on the City of Lafayette website:

- EVCS Permitting Checklist
- City of Lafayette Permits Portal
- Area Plan Commission website
- Historic Preservation Commission website