

# The City of Lafayette Electric Vehicle Charging Station (EVCS) Permitting Checklist

The City of Lafayette is a vibrant, forward-thinking, and welcoming community that promotes personal and economic growth for residents, businesses, and visitors while fostering economic sustainability, environmental stewardship, and social equity.

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to The City of Lafayette when applying for a permit to install a residential or commercial/non-residential electric vehicle charging station (EVCS). The intent of using the checklist is to provide transparent and well-defined information to improve permit application quality, minimize the number of required revisions, and accelerate the application and review process.

## **Codes and Design Criteria**

The City of Lafayette has adopted the following codes: the 2020 International Residential Code (IRC), the 2012 International Building Code (IBC) with 2014 Indiana Amendments, the 2020 National Electric Code with Indiana Amendments, and the 2010 Model Energy Code.

Regarding electric vehicle charging stations (EVCS), the following local design criteria should be used:

- EVCS may be installed as wall-mounted or pedestal-mounted units.
- Chargers must comply with manufacturer installation instructions and be rated for the intended voltage/ampereage.
- EVCS locations must maintain required setbacks from property lines, driveways, sidewalks, and other structures.
- For residential installations, EVCS shall be located to minimize obstruction to pedestrian and vehicle traffic while remaining accessible to the intended vehicle(s).
- For commercial/non-residential installations, EVCS shall be designed for safe circulation, ADA accessibility, and adequate lighting.
- All wiring, conduit, and protective devices must be installed per NEC requirements and in a manner that protects the equipment from physical damage.
- Electrical connections must be installed in compliance with applicable local and state codes, including disconnects and overcurrent protection.
- Where EVCS is visible from the street, cords, conduits, and equipment enclosures should be installed neatly and in a manner compatible with the site aesthetics.
- Depending on the scope, a licensed electrical contractor or design professional may be required to sign off on plans.

## **Required Permits**

A permit must be obtained prior to the start of any work. Complete the following online permit application form(s) and submit any additional required documents.

**City of Lafayette (Building Permit):** City of Lafayette residents interested in installing a residential or commercial/non-residential EVCS must first complete the building permit. Please visit the [Building Permits page](#) to access the online residential and/or commercial/non-residential permit application(s). If the property is located within a Local Historic District, then an

application for approval in the form of a Certificate of Appropriateness, or COA, is required. For more information, please visit the [FAQ page](#).

**City of Lafayette (Electrical Permit):** City of Lafayette residents interested in installing a residential or commercial/non-residential EVCS may also be required to complete the electrical permit. Please visit the [Electric Permit Application](#) to access the online residential and commercial/non-residential permit application. If the property is located within a Local Historic District, then an application for approval in the form of a Certificate of Appropriateness, or COA, is required. For more information, please visit the [FAQ page](#).

### **Additional Required Documents**

The following documents are required files for EVCS permits. Plans shall be submitted electronically with the associated permit application.

- Site Plan (if needed)
  - Site plan should show the location of the EVCS and major components on the property. The site plan drawing needs to include dimensions of all structures (existing and proposed) and setbacks of all structures (existing and proposed). The site plan should also identify the electrical service location, panel location, and route of conduit/wiring. For commercial installations, indicate ADA accessibility.
  - For examples, click here: [Sample Site Plan](#).
- Set of Plans (if needed)
  - Set of plans should include a diagram of the EVCS installation and/or a scope of work including a materials list. For commercial installations, provide site circulation diagrams showing vehicle and pedestrian access.
  - For an example of a drawing, please click here: [Example Side View Drawing](#).
- List of Contractors (if needed)
- Owners Authorization (if needed)
  - The property owner must sign the application or complete the owner's authorization form. Click here to check the listed owner of your property: [Beacon](#).
- Electrical Diagram (if needed)
  - Electrical diagram/worksheets should show EVCS configuration, wiring system, overcurrent protection, disconnects, and connection to the building service panel.
- Specification sheets and installation manuals (if available)
  - Specification sheets and manuals should show all manufactured components including, but not limited to, charger model, cord length, mounting hardware, and protective devices.

\*Depending on the project additional fees and permit applications may be required. For more information, visit the [Applications and Forms page](#).

### **Contractor Requirements**

Any work requiring a permit in the City of Lafayette requires a bond and/or insurance. Electrical contractors are also required to obtain a City of Lafayette License. For more information regarding contractor's license and insurance requirements, please visit the [Licensing, Bonding, and Insurance Information page](#).

### **Permit Fees**

In the City of Lafayette, general building permit fees (which include residential and commercial/non-residential EVCS permits) depend on the square footage of the project. A link

to a breakdown of the City of Lafayette's building permit fees can be found here: [Permit Fee Summary](#).

### **Submit Permit Application(s)**

The City of Lafayette's online residential and/or commercial/non-residential building permit application(s) and supporting documents can be found on the [Building Permits page](#).

The City of Lafayette's online residential and commercial/non-residential electrical permit application can be accessed by clicking here: [Electric Permit Application](#).

### **Review Process Timeline**

The City of Lafayette Engineering Department is committed to providing a timely review of electric vehicle charging station (EVCS) permit applications. Electric vehicle charging station (EVCS) permits are classified under building and/or electrical permits; best efforts are made to review completed residential and commercial/non-residential building and/or electrical permit applications within 10 business days after all required information is received. These turnaround times are typical, not guaranteed, and large projects may extend the time for plan review. The City of Lafayette has a staff of dedicated individuals, but certain circumstances can impact permit turnaround time, including unforeseen delays caused by workloads, vacations, and sick leave. For more information about the City of Lafayette's building permit review timeline, please visit the following link: [Building Permits](#).

Additional circumstances that can prolong the permit turnaround time include, but are not limited to:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed
- Separate documentation and review are required by neighborhood covenants

### **Permit Status**

To check your permit status, please call the City of Lafayette Engineer's Office at (765) 807-1050.

### **Scheduling an Inspection and the Inspection Process**

When a Building Permit and/or Electric Permit is issued, the permit document will list the required inspections for the project. An electric vehicle charging station (EVCS) typically requires two (2) inspections. However, the number of required inspections may vary based on the type of electric vehicle charging station (EVCS) desired.

To schedule an inspection, please call the City of Lafayette Engineer's Office at (765) 807-1050 at least 48 hours before the desired inspection time. Inspections are conducted Mon-Fri, 7 am – 3:30 pm, excluding City Holidays.

### **Contact Information**

If you have any questions, please contact the City of Lafayette Engineer's Office.

- Office Phone Number: (765) 807-1050
- Office Hours: Mon-Fri, 8:00 am – 4:00 pm
- Address: City of Lafayette Municipal Building, 20 N. 6<sup>th</sup> St, Lafayette, IN 47901