ST. JOSEPH COUNTY CITY OF SOUTH BEND

BUILDING DEPARTMENT

# Electric Vehicle Supply Equipment/Charger Permitting Checklist for the City of South Bend/St. Joseph County Building Department

## Purpose

This permitting checklist is provided to guide applicants through the permitting process for electric vehicle (EV) charging station installation.

## MINIMUM ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE) REQUIREMENTS

- EVSE installed according to manufacturer's installation instructions
- EVSE is suitable for the environment (indoor/outdoor) in which it will be installed
- EVSE has a Nationally Recognized Testing Laboratory (NRTL) approved listing mark (UL 2202/UL 2594)

## Commercial (non-residential) Installation Projects

The City has determined that commercial EV charging station installations fall under the following uses:

1. EV charging station in the right-of-way
2. EV charging station in an accessory parking lot
3. EV charging in a commercial parking lot (such as a parking garage)
4. An EV charging station station(s) akin to a gas station



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## Site Plan Submission Requirements

1. Site Plan Application – including all requirements listed in the application

2. Application Fee

3. Limits of Site Plan should include 75' around the area of disturbance and show the following:

    a. Location and number of charging stations

    b. Equipment anchorage and support

    c. Note whether the spaces are specifically reserved for EV charging

    d. Note whether there is a time limit for parking and/or charging

    e. Lighting plan (if lighting is proposed)

    f. Bollard details for vehicle protection

    g. Screening of installation may be required (site dependent)

    h. Pavement markings and dimensions

    i. Conduit locations and disconnects

    j. Vehicular movement plan (if the proposed location is such that it may impede traffic flow)

    k. Manufacturers specifications

    l. Signage location, details and elevations (Planning Division approval required for all elevations).

## Approval Process

- Commercial installation would require a review by the Building, Zoning, and Fire Departments. The Building Department receives and reviews electrical permit application and sends to Zoning and Fire to be reviewed concurrently. Any other required permits are then issued to the applicant for completion. Upon installation, the Building Department will inspect EV charging station(s).



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Required Permits and Site Plans

| Use/Location | Requirement |
|---|---|
| All EV charging station installations | • Electric permit |
| Right of way | • Electric permit<br>• Encroachment permit<br>• Improvement location permit<br>• Site plan |
| Commercial parking lot (such as parking garage) | • Electric permit<br>• Improvement location permit<br>• Site plan |

## Residential Installation Projects

The City has determined that all residential EV charging station installations would fall under EV charging station in a house.
Approval Requirements

- Residential installation would require a review by the Building Department.

Required Permits and Site Plans

- All EV charging station installations require an electric permit.

**Permit Application Checklist**
(All digital submissions must be in PDF format)
☐ 1. Electric Permit Application
☐ 2. Applicable Fees: https://southbendin.gov/wp-content/uploads/2025/03/FeeSchedule-2025.pdf
☐ 3. Contractor Registration Acknowledgement
☐ 5. Special use/exception and/or variance approvals if applicable City Properties: https://www.southbendin.gov/department/zoning
☐ 6. Technical Specifications (see page)
☐ 7. Electric Vehicle Charger Inspection Checklist: https://southbendin.gov/wp-content/uploads/2025/03/LETTERHEAD-Electric-Vehicle-Charger-Inspection-Checklist.pdf

**Supporting Links**
Building Department

- https://southbendin.gov/department/community-investment/building/

Electric Permit

- https://southbendin.gov/wp-content/uploads/2025/05/RESIDENTIAL-EV-CHARGER-NOT-IN-ROW.pdf

Fees

- Electric Permit: https://southbendin.gov/wp-content/uploads/2025/03/FeeSchedule-2025.pdf

Contractor Registration
https://www.southbendin.gov/government/content/contractor-licenses-0



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**LEVEL DEFINITIONS**

(Levels of electrical current are called VAC or "Volts Alternating Current."):

| EV Charging Station Levels | VAC | Application |
|---|---|---|
| Level 1 | 120 | Refers to using a standard EV charger household receptacle (NEMA 5-15 or NEMA 5-20). Level 1 could be considered in commercial applications such as for long-term parking/charging. Charger output is typically rated at 12-16 A. |
| Level 2 | 208/240 | This voltage is the type that supports ovens and other large appliances. Can either be used with a receptacle (typically NEMA 14-50) or hardwired directly to the breaker (typically the safest option and enables the usage of 48-80 A chargers, assuming the available breakers are large enough). Charger output is typically rated at 12-80 A. |
| Level 3 | 480 | Commercial properties only. Also called DC Fast Chargers, these chargers provide direct current (DC) electricity to the battery. Charger output is typically rated at 150-600 A. |

**ELECTRICAL REQUIREMENTS**

- For EVSE and 240V outlets installations, electrical service rating is greater than or equal to the electrical service load as demonstrated by electrical service load calculations
- EVSE has a sufficient rating to supply the load served

- Service and feeder are sized for EVSE to be considered continuous loads unless an automatic load management system (ALMS) is used. If an ALMS is used, the maximum equipment load on the service/feeder matched the maximum load permitted by the ALMS
- The required overcurrent protection for the proposed EVSE are
    - Rated for continuous duty
    - Have a rating of 125% or more of the maximum load of the equipment specification
- If the EVSE is rated more than 60 amps or more than 150V to ground, the disconnecting means is able to be locked in the open position and is in an easily accessible location not protected by locked doors or other obstructions
- Circuit serving EVSE do not serve any other end uses
- Circuit conductors are sized at 125% or more of EVSE nameplate current
- Underground conduit meet minimum depth requirements. Insulated conductors and cables are suitable for use in wet locations and protected from physical damage



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- Portable EVSE is connected by one of the following:
  - A nonlocking 2-pole, 3-wire grounding-type receptacle outlet rated at 125V, single phase, 15 or 20 amps
  - A nonlocking 2-pole, 3-wire grounding-type receptacle outlet rated at 250V, single phase, 15 or 20 amps
  - A nonlocking 2-pole, 3-wire or 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, single phase, 30 or 50 amps
  - A nonlocking 2-pole, 3-wire grounding-type outlet rated at 60V DC maximum, 15 or 20A
- Fastened in place EVSE are connected y one of the following:
  - A nonlocking 2-pole, 3-wire grounding-type receptacle outlet rated at 125V or 250V, single phase, up to 50 amps
  - A nonlocking 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, three phase, up to 50 amps
  - A nonlocking 3-pole, 4-wire grounding-type receptacle outlet rated at 250V, single phase, 30 or 50 amps
  - A nonlocking 2-pole, 3-wire grounding-type receptacle outlet rated at 60V DC maximum, 15 or 20A
- Fixed EVSE are permanently wired and fixed in place to the supporting surface.

## Considerations (recommended but not required) for Publicly Accessible EV Charging Stations

- ADA Accessibility - When installing an EV charging station, consider the accessibility of the space. Refer to U.S. Access Board for best practices for design recommendations.
- Signage – consider signage to inform EV drivers of publicly accessible stations and deter non-EV drivers from block access to stations. Station signage can include post or wall-mounted signs, or pavement markings that are painted on the surface of a parking space. More guidance can be found here.
- Making a station searchable - once a charging station is installed, consider adding to a charging station locator such as PlugShare or the Joint Office of Energy and Transportation.
- Additional EV resources and guidance can be found here.



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## Supporting Links

Building Department

- https://southbendin.gov/department/community-investment/building/

Example of site plan

- https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf

Electric Permit Not in ROW

- https://southbendin.gov/wp-content/uploads/2025/05/COMMERCIAL-EV-CHARGER-NOT-IN-ROW-APPLICATION.pdf

Electric Permit in ROW

- https://southbendin.gov/wp-content/uploads/2025/05/COMMERCIAL-EV-CHARGER-IN-ROW-APPLICATION.pdf
- Encroachment Permit Application: https://southbendin.gov/wp-content/uploads/2021/09/2021-Encroachment-Application-and-Revocable-Permit-Fillable.pdf
- Improvement Location Permit Application:

Fees

- Electric Permit: https://southbendin.gov/wp-content/uploads/2025/03/FeeSchedule-2025.pdf
- Improvement Location Permit: https://southbendin.gov/wp-content/uploads/2024/10/fee-schedule-web-1.pdf
- Encroachment Permit: https://southbendin.gov/wp-content/uploads/2018/05/Fees_EngAndPermits.pdf

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