



Specializing in Fire, Building, and Life Safety

Corporate Office
2420 Alft Lane
Elgin, IL 60124
P: 847.697.1300
F: 847.697.1310
www.firesafetyfsci.com

Regional Office
23650 Woodward Avenue
Suite 200
Pleasant Ridge, MI 48069
P: 248.545.3330
F: 248.545.3376

EV Charging Stations Plan Review Submittal Checklist

This checklist covers typical requirements for Electric Vehicle (EV) Charging Stations for fire districts and fire departments found in the IFC and NEC. The checklist does not include those items typically required by building code officials in a jurisdiction.

Permit Application Package

- ☐ Completed building permit application
- ☐ Scope of work description
- ☐ Design professional information (name, license, seal)
- ☐ Contractor information (electrical, site, GC)
- ☐ Equipment cut sheets (chargers, cabinets, transformers)
- ☐ Manufacturer installation manuals
- ☐ Utility coordination / authorization documentation

Code Information

- ☐ Applicable codes listed
- ☐ Occupancy classification and construction type
- ☐ Scope defined as new installation vs alteration

Site / Civil Plans

- ☐ Overall site plan showing EV charger locations
- ☐ Demolition plan (if applicable)
- ☐ Pavement modifications and restoration limits
- ☐ Utility locations (existing and proposed)
- ☐ Conduit routing (trenched / bored)
- ☐ Concrete pads for equipment (dimensions, elevations)
- ☐ Bollards / vehicle protection details
- ☐ Drainage impacts (if applicable)
- ☐ Survey / property boundaries

Electrical Plans

- ☐ Electrical site plan (charger layout and equipment)
- ☐ Single-line diagram (service to chargers)
- ☐ Load calculations and service capacity verification
- ☐ Panel schedules and breaker sizing
- ☐ Transformer and switchboard details
- ☐ Conduit sizing and conductor types
- ☐ Grounding and bonding details
- ☐ Disconnect locations and ratings
- ☐ Equipment ratings (voltage, phase, amperage)
- ☐ Equipment listing and labeling
- ☐ Installation per manufacturer instructions
- ☐ Wiring methods for wet or outdoor locations

Electric Vehicle Equipment

- ☐ Charger type and rating
- ☐ Number of chargers and power cabinets
- ☐ Mounting type (pedestal, wall, cabinet)
- ☐ Cable management system
- ☐ Equipment spacing and clearances
- ☐ Protection from vehicle impact (bollards)
- ☐ Weather protection rating

Accessibility

- ☐ Accessible EV spaces provided
- ☐ Accessible route to chargers
- ☐ ADA compliance plan provided
- ☐ Reach ranges for operable parts
- ☐ Accessible parking signage and striping

Fire Protection / Life Safety

- ☐ Canopies or structures (if provided)
- ☐ Equipment enclosures or screening
- ☐ Mounting details for wall-mounted units
- ☐ Coordination with existing building systems
- ☐ Impact on existing fire protection systems identified
- ☐ Fire department access maintained
- ☐ Clearance from buildings and hazards
- ☐ Emergency disconnect locations identified
- ☐ Fire protection system modifications