Appendix C. Model Electric Vehicle Charging Station Installation Checklist

It is recommended that government permitting agencies develop an installation checklist for all electric vehicle infrastructure permit applicants to complete as part of the permit application process. The Electric Vehicle Charging Station Installation Checklist should contain the following information at a minimum.

• Site location — Evaluate the site, giving consideration to its perceived relative importance and usage compared to other nearby parking facilities. Note that charging stations need not be located in prime locations (i.e., close to building entrances) and may instead be better suited for locations adjacent to existing electrical services.

• User base — When feasible, evaluate the charging needs for potential users of the site. This evaluation should include, if available, how far users drive to get to the site and how long they are most likely to leave their vehicles parked there. This can affect the number of charging stations, as well as the appropriate charging level provided.

• Charging level(s) — Plan for and match charging levels (1, 2 or 3) to the user base for the site (for example, Level 1 for parking times typically greater than four hours; Level 2 for shorter times).

• Considerations for locating charging stations
  – Adjacency to accessible parking spaces
  – Accessible route to building or elevator
  – Electrical service supply (voltage, amperage, distance, etc.)
  – Access to single or multiple building entry points
  – Clustering or dispersing multiple charging stations
  – Availability of lighting
  – Shelter considerations
  – Directional and charging space signage
  – Days and hours of operation and enforceability

• Future expansion
  – For most public locations, Level 2 will be the appropriate charging level. However, if Level 1 charging stations are provided, consider installing conduit and supply capacity that allows for future upgrading to Level 2 charging at minimal additional circuitry expense.
  – In the event additional charging stations will be needed, plan in advance the likely locations and install basic infrastructure where feasible in the initial installation.

• Fee for charging — Determine if and how a fee will be set, collected and administered for charging purposes (see discussion of Cost Recovery in the Commercial Installation Guide in Appendix B).

• Maintenance — Understand the maintenance requirements and who will perform maintenance on the battery charging stations, electrical supply equipment, signage and provision of emergency contact information. Include maintenance contact information on the charging station equipment.

• Charging station information — Determine what kind and how information should be shared with potential users, including but not limited to station location, station status, and cost to charge.