To: Municipal Building Officials
   Staff of the Office of the State Building Inspector

Copy: Director Robert J. Ross, Division of Fire Emergency & Building Services
      State of Connecticut, Department of Public Safety

From: Lisa R. Humble. AIA, NCARB, State Building Inspector
      Office of the State Building Inspector

Date: January 24, 2011

Bulletin: Issue January #01-2011

Subject: Electric Vehicle Charging (EVC) Station Uniform Permit Application

Enclosed is an “Electric Vehicle Charging (EVC) Station Uniform Permit Application”. This two page permit application is being distributed to Connecticut’s Municipal Building Officials to comply with Connecticut’s Electric Vehicle Infrastructure Council’s goals as noted in Governor M. Jodi Rell’s Executive Order #34. This application has been created to provide a streamlined permit process and a uniform support framework for the arrival of electric vehicles in Connecticut.

The enclosed “Electric Vehicle Charging (EVC) Station Uniform Permit Application” is requested to be completed by individuals requesting a Building Permit where their scope of work involves installing electrical construction support for an electric vehicle charging station.

It is requested that this application be completed in addition to each Municipal Building Official current Building Permit Application. The Municipal Building Officials are asked to distribute and request that permit applicants complete this application.

After completion of the following two page “Electric Vehicle Charging (EVC) Station Uniform Permit Application”, each Municipal Building Official is requested to please provide a copy of this permit to the following:

1. Department of Consumer Protection, Trades and Practices Division,
   165 Capitol Ave., Hartford CT 06106
2. A copy to the “Local Municipal Fire Marshal’s Office”
3. A copy to the “Local Electric Utility Company’s Clearing Desk”
Electric Vehicle Charging (EVC) Station Uniform Permit Application

Application Date: ________________  
Municipal Permit #:_______________
Property Owner’s Name: ____________________________________
Property Owner’s Address: _________________________________________________

Telephone: (_____) __________________ Fax: (____) ___________________________
Cell Phone: (_____) __________________
Email Address:  __________________________________________________________

Applicant’s Name:  _______________________________________________________
Contractor’s Business Name: _______________________________________________
Contractor’s License #: ____________________________________________________
Address: ________________________________________________________________
Telephone: (______)__________________ Fax: (____) ___________________________
Cell Phone: (______)___________________
Email Address: ___________________________________________________________

Occupancy Type: Check One

RESIDENTIAL:  □ One Family  □ Two Family  □ Three Family  □ Multi Family
COMMERCIAL: Please describe: (i.e. Retail, Business, Parking Garage)

________________________________________________________________________
________________________________________________________________________

Manufacturer of Charging Station: ________________________________

Location of Charging Station (i.e. Garage, Front or back of building)________________

Type of Charging Station: Wall mounted □ Pedestal type □

□ Level I (120 volts)  □ Level II (208/240 volts)  □ Level III (480 volts)

EXISTING SERVICE:
Size of Main Breaker:___ Amps  Size of EV Branch Circuit ___Amps

SERVICE UPGRADE:  □ 60 Amps to 100 Amps  
□ 100 Amps to 200 Amps 
□ 200 Amps to 400 Amps

Please describe if other:

________________________________________________________________________

Size of Main Breaker: ____ Amps  Size of EV Branch Circuit ____Amps

NEW SERVICE:
Size of Main Breaker: ____ Amps  Size of EV Branch Circuit ____Amps
Value of Work $______________
Total Fee Paid:_______________   Paid By:___________________________________

CERTIFICATION: I hereby certify that:
☐ I am the owner of record of the named property OR
☐ The proposed work is authorized by the owner of record and I have been
  authorized to make this application as an authorized agent.
☐ I/We agree to conform to all applicable laws, regulations and ordinances.

NOTICE: Any false statement made herein which I do not believe to be true and which
statement is intended to mislead a public servant in the performance of his or her official
function is punishable as a Class “A” misdemeanor pursuant to
Connecticut General Statutes Section 53a-157b.

___________________________________ OR _________________________________
Property Owner    Authorized Agent

___________________________________        _________________________________
Print Name           Print Name

No work shall start until applicant has received the signed approved municipal permit

The following shall be provided if available:
Provide an appropriate map or plot plan showing location.
Global Positioning System (GPS) location/coordinates: ____________________________

PLEASE DO NOT WRITE BELOW THIS LINE, FOR TOWN USE ONLY

Building Official's Signature_______________________________________________

Date of Approval_________________________________________________________

Conditions of Building Approval
________________________________________________________________________

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The Municipal Building Official is requested to please provide a copy of this permit
to the following:
1. Department of Consumer Protection, Trades and Practices Division,
   165 Capitol Ave., Hartford CT 06106
2. A copy to the “Local Municipal Fire Marshal's Office”
3. A copy to the “Local Electric Utility Company’s Clearing Desk”

Electric Vehicle Charging Station Permit issued Jan 2011