



Village of Johnson City
Department of Code Enforcement
60 Lester Ave, Johnson City, NY 13790
www.villageofjc.com Email: codeofficer@villageofjc.com

Electric Vehicle (EV) Charging Station Permit Application

Property Owner*: _____

Business Name
Contact Name Email
Phone

Mailing Address: _____
(If different than subject address) No / Street City State Zip

** If property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Broome County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.*

Tenant: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Contractor: _____
Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Design Professional: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

| PERMIT TYPE: | | |
|--|--------------------------|---|
| <input type="checkbox"/> Level 1 – 120 VAC* | EVCS Permit NOT Required | Residential properties only. Level 1 refers to using a standard house outlet to charge an EV. Electrical Permit required when located in a residential zoning district. |
| <input type="checkbox"/> Level 2 – 240 VAC* | No. of Stations: _____ | This voltage is the type that supports ovens and other large appliances |
| <input type="checkbox"/> Level 3 – 480 VAC* | No. of Stations: _____ | Commercial properties only. Also called DC fast chargers, these chargers use a 480 plug to provide direct current (DC) electricity to the battery. |
| * Levels of electrical current are called VAC or “Volts Altering Current”. | | |

Village Code 300-40.23 C Permitted Locations

1. Level 1 and Level 2 charging stations are permitted in every zoning district, when accessory to the primary permitted use. Level 1 charging stations shall require an electrical permit when located in a residential zoning district. Level 2 charging stations shall be subject to building permit approval. Letter from utility company servicing the proposed charging station site certifying that the electrical system capacity and loads are sufficient, or will be upgraded to be sufficient to accommodate the charging station(s) shall be submitted with building permit application.
2. Level 3, or DC fast charge, charging stations are permitted by right in the following zoning districts when accessory to the permitted use. Installation of Level 3 charging stations shall also be subject to building permit approval. Letter from utility company servicing the proposed charging station site certifying that the electrical system capacity and loads are sufficient, or will be upgraded to be sufficient to accommodate the charging station(s) shall be submitted with building permit application.
 - A. Neighborhood Commercial (NC)
 - B. General Commercial (GC)
 - C. Central Business District (CB)
 - D. Commercial Office (CO)
 - E. Industrial District (I)
3. Level 3, or DC fast charge, charging stations are permitted by special permit in the following zoning districts when accessory to the permitted use:
 - A. Rural Residential (RR)
 - B. Office Overlay (OO)

APPLICATION REQUIREMENTS:

1. Signs – If you are planning to install signage, submit specifications along with this application.
2. Method of submittal:
 - a. Electronic Submittal (preferred) – Submit all required documents to codeclerk@villageofjc.com. Our staff will advise you on the total number of hardcopy documents required prior to permit issuance.
 - b. Hardcopy Submittal – Submit all required documents at the Code Office, located at 60 Lester Ave, Johnson City, NY 13790. Submit one copy of each required document upon submission. If additional copies are required, we will notify you prior to permit issuance.
3. EV Permit Application – Completed in its entirety.
4. Application Fee - EV Permit fee is \$100 per fixture for Level 2, \$150 per fixture for Level 3.
5. Building Construction Documents – In situations where equipment is installed within a structure, provide appropriate construction documents.
6. Manufacturers Specifications – Specifications are required, including the UL Listing. EV charging stations must be installed in accordance with manufacturer’s installation instructions and in accordance with the National Electrical Code and the New York State Uniform Building and Fire Code.
7. Single Line Wiring Diagram – The following information must be included:
 - a. Conductor types and sizes
 - b. Size of the over current device (circuit breaker) supplying the EVCS
 - c. Conduit size, type and location
 - d. The manufacturer and model of the charging stations
 - e. The size of the main electric panel, distribution panels (sub panels) and disconnects
 - f. Type (Level) of charging station
8. Electrical Load Calculation – Provide size of existing electrical panel, existing load on the panel, and proposed load/circuits from the electric vehicle charging system in order to determine if there is adequate capacity in the existing panel.
9. Electrical Service Verification – Owner/Contractor is responsible for verifying that the existing main service panel and all panels in the electrical system used for the EVCS are safe and free of electrical hazards. If electrical violations or hazards are present, the Owner/Contractor will be required to have a licensed contractor correct the violations and/or hazards.
10. Lockable Disconnect – A lockable disconnect is required in a readily accessible location for electric vehicle charging stations >60A or 150V to ground. A phenolic plaque with red background and white letter stating “Emergency Power Off – Electric Vehicle Charging Station” must be installed on each disconnect.
11. Bollard Specs – Provide detail for bollard installations where protection of electrical equipment is required
12. Engineering Requirements – Any Engineering requirements as stated in their site plan approval or waiver.

APPLICATION REVIEW:

Applications will be reviewed by various departments including Building (Zoning, Plans Examiners) and Engineering (Elevation & Grading). During the course of review, additional approvals may be required such as:

1. Permits – If you are connecting to a structure that does not have a valid Certificate of Occupancy, additional permits will be required to legalize the structure.
2. Village of Johnson City Street/Sidewalk Work Permit – Work performed within the public right of way (i.e. new driveway, curbing, sidewalk) requires a permit from the Department of Public Works (607-797-3031).
3. Variance – The Code Division will advise you if the plans don't comply with the Village of Johnson City Zoning Code. If you wish to request a variance, you will need to submit an application, which can be downloaded from www.villageofjc.com/forms/

REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

1. Contractors Insurance Certificates:
 - a. NYS Workers Compensation Insurance – Village of Johnson City must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE- 200.
 - b. NYS Disability Insurance – The Village of Johnson City must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.
ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.

REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY

1. Inspections – Applicant is responsible for ensuring that their contractor schedules all required inspections with the Building and Engineering Divisions (please see the applicable Inspection Process handout).
2. Electrical Certificate – Electrical Certificates are required prior to the final inspection.
3. Final survey – A final survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of work. “Final Survey” shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; and elevations (referencing NAVD 88). Additional information may be required based on nature of work performed.
4. Documentation – Provide all documentation as required by the inspectors, including concrete certification if applicable.

I understand that before a building permit can be issued, adjoining street must meet minimum Village standards or be bonded for same and that a Certificate of Occupancy for work done under this permit will not be issued until road damage caused during construction is repaired or bonded for same. This permit issuance expressly implies approval by the landowner of inspections required of the premises. I understand that the Village is relying on the information provided herein, any inaccuracy may cause delay or additional fees. I swear that this application is a true and complete statement of all proposed work on the described premises, that I have in effect all required insurance, including workers compensation insurance, and that I presently possess a valid Village of Johnson City Electrical License. By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

Property Owner: _____
Printed Signature Date

Contractor: _____
Printed Signature Date