



## City of Keene, NH

### Electric Vehicle Charging Station (EVCS) Commercial Permit Application Checklist

This permit application checklist is for electric vehicle charging station installations on commercial and multi-family properties (3+ units). A complete building permit application is required for plan review. Applications will be processed in the order of receipt. If you have any questions, please call the Community Development Department at (603) 352-5440 or email [PermitTech@ci.keene.nh.us](mailto:PermitTech@ci.keene.nh.us).

- Permit application. TWO (2) copies required for paper submissions. Digital copy required.
  - Link to online permit application: <https://talktomycity.com/create>
  - Link to paper application: [https://ci.keene.nh.us/sites/default/files/2018-07/Permit\\_application.pdf](https://ci.keene.nh.us/sites/default/files/2018-07/Permit_application.pdf)
  - Permit Type: Electrical
  - Building Use: Commercial OR Multi-Family (3+ units)
  - Work Type: Renovation OR New
  - Application must be signed by a licensed electrician
  
- Application fee (see online [fee schedule](#)). Please note that the application fee will not be accepted until after the application is reviewed and approved.
  
- A copy of the manufacturer's installation instructions or EVCS manual. ONE (1) copy for paper submissions. Digital copy required.
  
- Plans, drawn to scale and legible. TWO (2) copies for paper submissions. Digital copy required.
  - If the proposed location will be outside (not inside a structure), a detailed plot plan that shows the location of existing structures, proposed EVCS, and all property lines indicating length, metes and bounds, building lines, easements, and north arrow.
  - If the proposed installation will be inside a structure, a detailed floor plan.
  - Electrical plans with single-line drawings showing power and connection points, service load calculations and wiring methods.
  
- If located in the Downtown Historic District, the proposed installation must comply with Historic District Commission (HDC) requirements. To check to see if you are located in the Historic District or if any HDC requirements would apply, please contact Mari Brunner at [mbrunner@ci.keene.nh.us](mailto:mbrunner@ci.keene.nh.us) or 603-352-5440.
  
- If located in the 100-year floodplain or floodway, the proposed installation must comply with the [City of Keene Floodplain Ordinance](#) (Ch. 54). To check to see if you are located in the floodplain or if any floodplain requirements would apply, please contact Mike Hagan at [mhagan@ci.keene.nh.us](mailto:mhagan@ci.keene.nh.us) or 603-352-5440.

#### Notes:

- Additional information required by the Building Official may be necessary for the issuance of the permit.
- Multiple inspections will be required, including: rough electrical, underground electrical, and final electrical inspections.