



Development CITY OF AUSTIN
SERVICES DEPARTMENT

Workshop: Electric Vehicle Charging Station Application Process

December 6, 2022

Today's Topics

- Electric Vehicle (EV) Charging Station Submittal Requirements
- Submittal Process
- Pro Tip and Common Reasons for Rejection
- Projects Ineligible for Quick Turnaround (QT) Review
- How to Get Back on Track if an Application is Rejected
- Application Processing Time
- Application Support

Electric Vehicle Charging Station Submittal Requirements

All Commercial EV charger projects require:



**Site Plan
Determination**
(Exemption or
Correction)



**Building
Plan Review**



**Building
Permit**

Note:

- A Site Plan Determination is a pre-requisite for Plan Review.
- If a Site Plan Determination is not included with the application, the application will be rejected.
- An approved Site Plan Correction/ Exemption is NOT a building permit.
- It does not matter if the project is inside a building (parking garage) or outside in a parking lot.

Electric Vehicle Charging Station Submittal Requirements

For an EV charging station permit you will need:



[Commercial Building Application](#)



[Commercial Quick Turnaround \(QT\) Permit Checklist](#)



[Intake Checklist](#)



[EV Charger Requirements Checklist](#)



[Statement of Special Inspections](#)

Electric Vehicle Charging Station Submittal Requirements

For an EV charging station permit you will need:



Car Charging Equipment Manufacturing Sheet(s)



Full load analysis for the ENTIRE existing premise electrical service



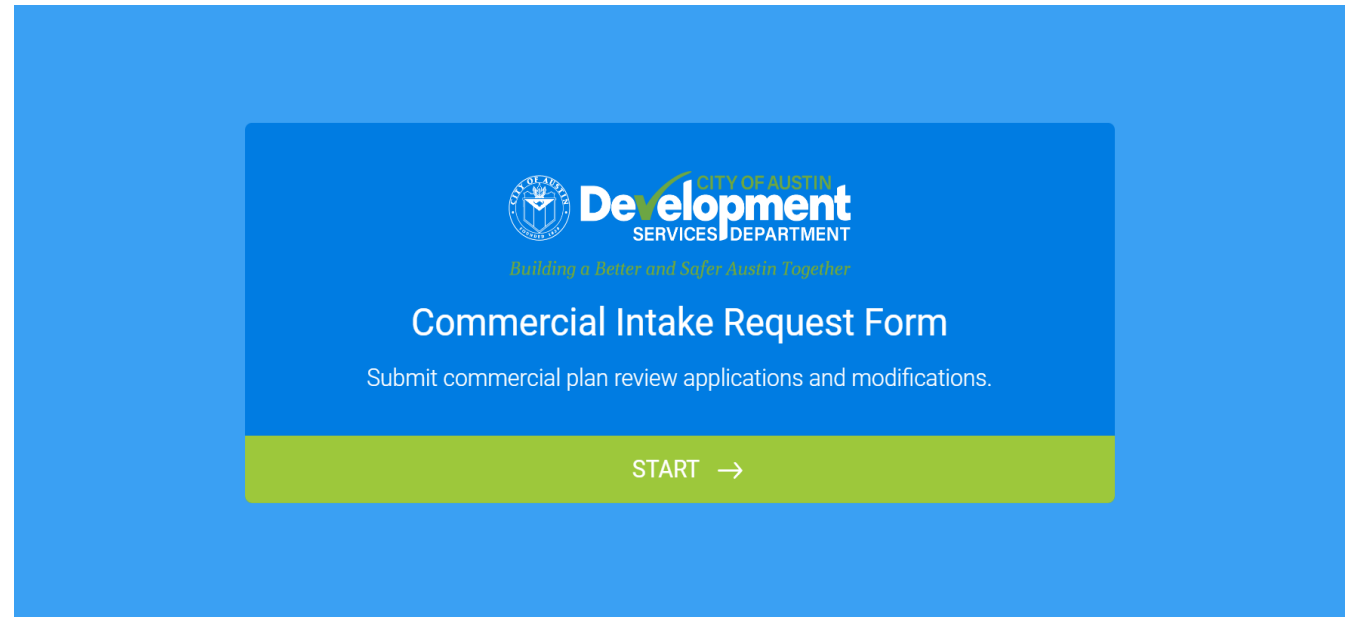
Electrical drawings signed and sealed by a licensed Master Electrician or a licensed Professional Electrical Engineer



Details showing compliance with 2020 NEC Art. 220.87, only if using an exception to allow for less than 125% of rating each EV Charging Station

Submittal Process

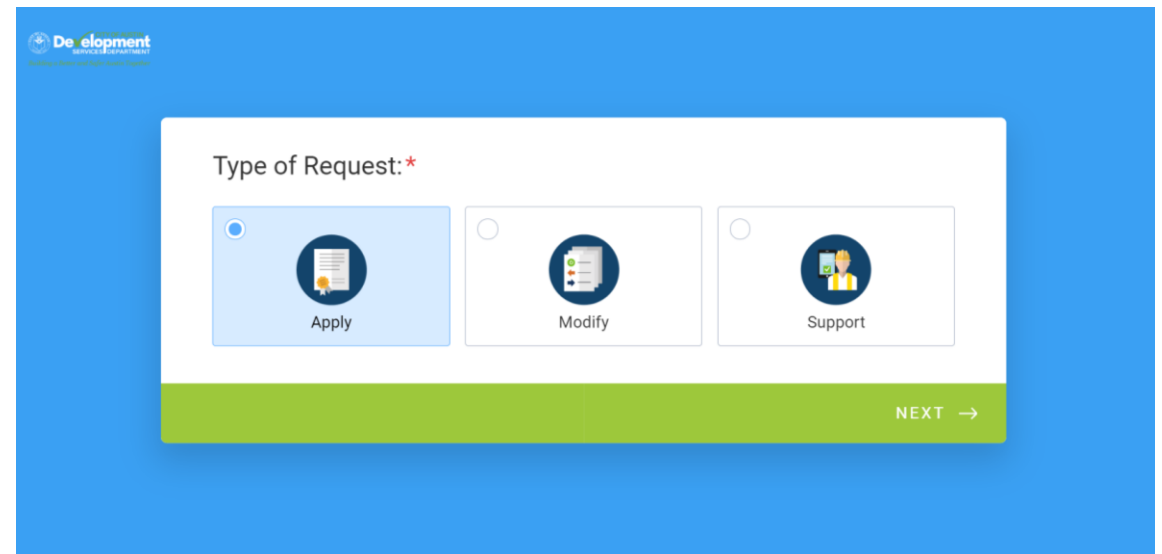
Submit the EV Charger Application online using the [Commercial Intake Request Form](#):



Submittal Process

Select the applicable request type:

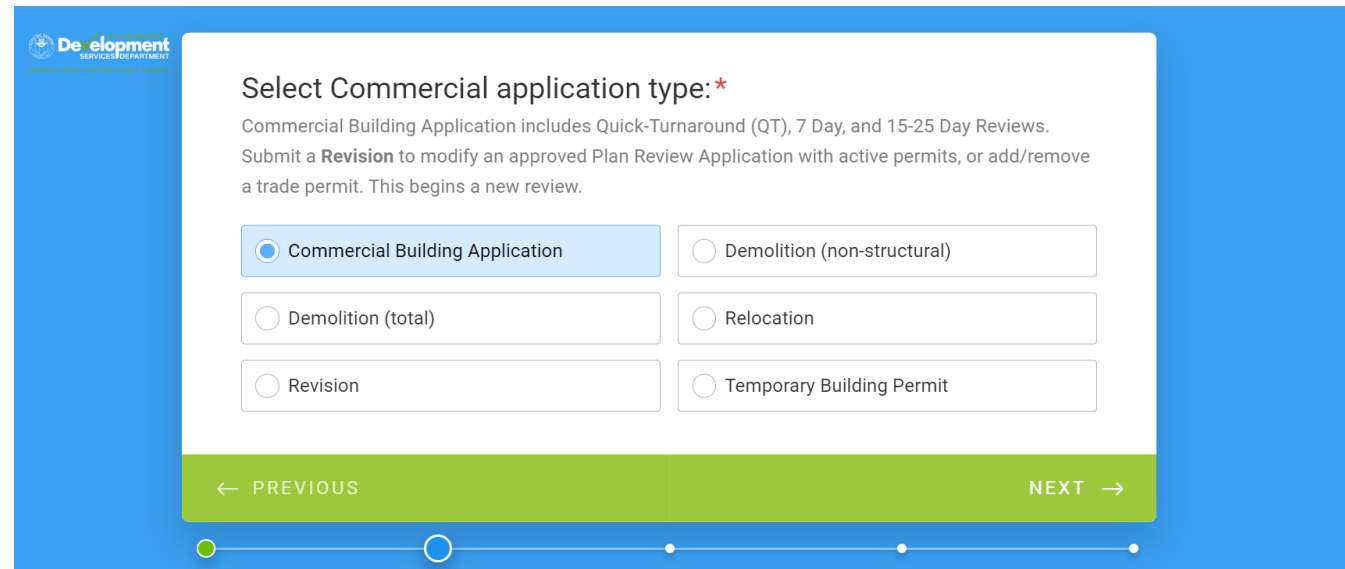
- **Apply** = begin new application
- **Modify** = edit an existing application
- **Support** = general assistance



The screenshot displays a web interface for the Development Services Department. At the top left, the logo for the Department is visible. The main content area is titled 'Type of Request: *' and features three selectable options: 'Apply', 'Modify', and 'Support'. Each option is represented by a circular icon and a text label. The 'Apply' option is currently selected, indicated by a blue background and a filled radio button. The 'Modify' and 'Support' options have white backgrounds and empty radio buttons. A green bar at the bottom right contains the text 'NEXT →'.

Submittal Process

Select Commercial Building Application



The screenshot shows a web form titled "Select Commercial application type: *" with a red asterisk. The form is part of the City of Austin Development Services Department's online portal. It includes a header with the department logo and name. Below the title, there is explanatory text: "Commercial Building Application includes Quick-Turnaround (QT), 7 Day, and 15-25 Day Reviews. Submit a **Revision** to modify an approved Plan Review Application with active permits, or add/remove a trade permit. This begins a new review." There are six radio button options arranged in two columns: "Commercial Building Application" (selected), "Demolition (non-structural)", "Demolition (total)", "Relocation", "Revision", and "Temporary Building Permit". At the bottom of the form, there are "PREVIOUS" and "NEXT" navigation buttons, and a progress indicator with five circles, the first of which is filled.

Development SERVICES DEPARTMENT

Select Commercial application type: *

Commercial Building Application includes Quick-Turnaround (QT), 7 Day, and 15-25 Day Reviews. Submit a **Revision** to modify an approved Plan Review Application with active permits, or add/remove a trade permit. This begins a new review.

Commercial Building Application

Demolition (non-structural)

Demolition (total)

Relocation

Revision

Temporary Building Permit

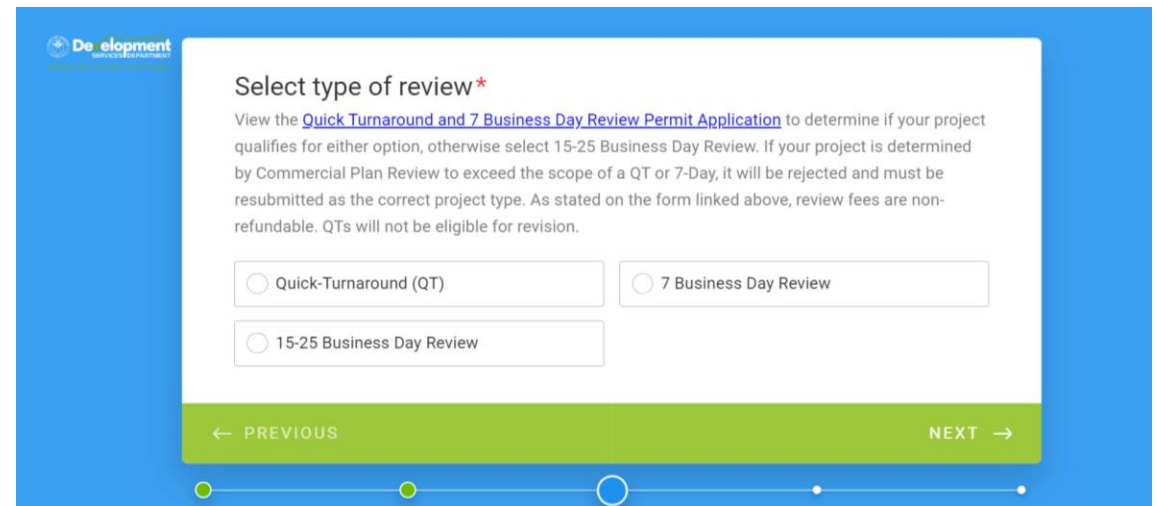
← PREVIOUS

NEXT →

Submittal Process

Select the type of review:

- Choose QT if project is Outside Building (eligible QT projects discussed later in presentation)
- Choose 7 day for projects inside a building



The screenshot shows a web form titled "Select type of review*" from the City of Austin Development Services Department. The form includes a paragraph of instructions: "View the [Quick Turnaround and 7 Business Day Review Permit Application](#) to determine if your project qualifies for either option, otherwise select 15-25 Business Day Review. If your project is determined by Commercial Plan Review to exceed the scope of a QT or 7-Day, it will be rejected and must be resubmitted as the correct project type. As stated on the form linked above, review fees are non-refundable. QTs will not be eligible for revision." Below the text are three radio button options: "Quick-Turnaround (QT)", "7 Business Day Review", and "15-25 Business Day Review". At the bottom of the form, there are "PREVIOUS" and "NEXT" navigation buttons, and a progress indicator with five dots, where the third dot is highlighted.

Submittal Process

Enter the Project Address

Each address must have a complete and separate application.

The screenshot shows a web form with a blue background. In the top left corner is the logo for the City of Austin Development Services Department, with the tagline "Building a Better and Happier Austin Together". The main heading of the form is "What is the address of your project?*" in bold black text. Below this is a paragraph of explanatory text: "This will be the root address of project's applicable Site Plan; if you are submitting multiple applications with different suites or building numbers, this will be the primary address without unit designations." A text input field contains the placeholder text "123 Address Ave". At the bottom of the form are two green buttons: "← PREVIOUS" on the left and "NEXT →" on the right. Below the form is a progress indicator consisting of a horizontal line with five circular markers; the fourth marker from the left is highlighted in white, indicating the current step.

Submittal Process

Upload the QT Review Application

The screenshot shows a web interface for uploading a Quick Turnaround (QT) Review Application. The header includes the City of Austin Development Services Department logo and the slogan 'We Measure Better and Help People Thrive'. The main heading is 'Upload the Quick Turnaround (QT) Review Application'. Below this, there are three numbered steps: 1. Open and download the [Quick Turnaround and 7 Business Day Review Permit Application](#); 2. Complete the 1st page for Quick Turnaround, and save the application; 3. Upload the completed application below. A file upload area is provided with a dashed border, containing a cloud icon, the text 'Drag and drop files here', and 'Max. file size: 0.1GB'. To the right of this area is a blue 'BROWSE FILES' button. At the bottom of the interface, there are navigation buttons for 'PREVIOUS' and 'NEXT', and a progress indicator consisting of a series of green circles, with the current step being highlighted.

Development SERVICES DEPARTMENT
We Measure Better and Help People Thrive

Upload the Quick Turnaround (QT) Review Application

1. Open and download the [Quick Turnaround and 7 Business Day Review Permit Application](#)
2. Complete the 1st page for Quick Turnaround, and save the application.
3. Upload the completed application below.

Drag and drop files here
Max. file size: 0.1GB

BROWSE FILES

← PREVIOUS NEXT →

Submittal Process

Upload the Plan Set

Development SERVICES DEPARTMENT
Building a Better and Smarter Austin

Upload Plan Set

Upload set of plans with all applicable disciplines. Required for all projects including Change of Use.
If Plan Set is over 100MB, please split by disciplines and upload multiple files below:

Drag and drop files here
Max. file size: 0.1GB

BROWSE FILES

← PREVIOUS NEXT →

Progress bar: 12 steps, 12th step active

Submittal Process

Enter Contact Information

Development SERVICES DEPARTMENT
Building, Plan and Public Health Services

Contact Details

Please provide your contact information for Commercial Intake staff to respond to your request.
An Austin Build + Connect (AB+C) account is required to manage your permit and pay fees.
To find your AB+C account ID #, [Register or Login](#), then visit [My Profile](#).

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Email Address	Applicant AB+C ID#
<input type="text"/>	<input type="text"/>
Applicant Phone Number	Billing AB+C ID # (if different than applican...

← PREVIOUS NEXT →

Progress indicator: 12 steps, step 11 is active.



Pro Tip

Use [Austin Build and Connect \(AB+C\) Portal](#) to:

- Search existing permits using Public Search
- Finalize, withdraw or revise active permits
- Monitor permit status
- Pay permit application and review fees
- Schedule inspections

Note: Addresses with active permits will not be distributed for review

Common Reasons for Rejection

- Project not ineligible for QT review
- Required pre-requisite (Site Plan Determination) not submitted with application
- Other required documents and information (including drawings) not submitted with application
- Technical errors or omissions in the plans

Note: Rejected applications are noted as “Awaiting Update” in the AB+C portal

Projects Ineligible for QT Review

The following elements disqualify a project for QT Review:

- New Service Required (may require additional AE action)
- Different panels are feeding charger(s)
- Fed or installed in multiple locations for same address
- Greater than 400 amps
- Includes a stored energy system
- Scope of Work is inside a building structure
- Interior trenching/saw cutting of foundation or floors
- Multiple similar installations at different sites/addresses

Getting Back on Track after Application Rejection

- Read all rejection comments on the Master Comment Report
- Prepare and submit a response to each comment
- [Resubmit the EV Charger Application On-Line](#)
- Pay Fees

Note: Rejected applications are noted as “Awaiting Update” in the AB+C portal

Application Processing Time

With a complete application



Quick Turnaround Review
3 business days



7 Day Review
7 business days

Application Support

For help before submitting an application:

- For general questions, try our chat feature! You can access chat by clicking the blue widget on the bottom right corner of the DSD Home Page.
- Schedule a 20-minute [Complimentary Appointment](#) with the group that meets your needs. Options for this application type include:
 - Site Plan Review, Exemptions, Corrections and Revision Questions
 - Commercial Intake (New Commercial Application- Submission Questions)
 - Commercial Plan Review (Commercial Building Plan Review Questions)

Application Support

For help after submitting an application:

- For questions about the status of your application, use the [AB+C Portal](#) or the chat feature.
- To discuss review comments, email your case manager or schedule a [Plan Review Consultation Meeting](#).



Today's Presenters

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Thank you!