



**Electric Vehicle (EV) Charging Station
Permit Application**
Town of Islip Building Division
1 Manitton Court, Islip, NY 11751
www.islipny.gov

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE PERMITS DEPARTMENT ALONG WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

Residential properties may have only Level 1 or 2 charging stations. Level 1 charging stations do not require a permit but must be in conformance with applicable Zoning Regulations.

Subject Address: _____			
Bldg/House #	Street	Suite	

City	State	Zip	

FOR OFFICE USE ONLY	
PLACE STICKER HERE	
Filing Date: _____	By: _____
Zoning Letter for Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	As-built Survey Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Approval Date: _____	By: _____
Plans Examiner Approval Date: _____	By: _____
Approved to Issue Date: _____	By: _____
Issued Date: _____	By: _____
Permit Expiration Date: _____	
Special Conditions of Permit: _____	
Filing Fee: \$ _____	Receipt #: _____
Permit Fee: \$ _____	Receipt #: _____
Total Fee: \$ _____	C/O Issued: _____

PERMIT TYPE (select one):	
Level 1 – 120 VAC* <i>NO PERMIT REQUIRED</i>	Residential properties only. Level 1 refers to using a standard house outlet to charge an EV. Homeowner to obtain an Electrical Underwriters Certificate after installation and submit to the Building Division Records Department.
<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”.	

For the forms and applications referenced below, please visit our website at
<https://islipny.gov/departments/planning-and-development>.

SUBMISSION REQUIREMENTS:
The permit submission requirements are located on pages 3 and 4 of this application.

CO REQUIREMENTS:
<ol style="list-style-type: none"> Inspections: Please provide at least 48 hours notice for scheduling of any inspections. Inspections may be required by the Building Division (631-224-5470), Engineering Division (631-224-5360) and Fire Prevention (631-224-5477). Electrical Certificate: An electrical certificate, certifying the installation, is required; the current list of Electrical Inspection Agencies approved by the Town is located on our website. Other: Other paperwork as may be required by the Inspector.

PLACE STICKER HERE

Property Owner*: _____
Business Name Contact Name Email Phone

Mailing Address: _____
(If different than subject 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

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

Business 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 Suffolk 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.*

I understand that before a building permit can be issued, adjoining street must meet minimum Town 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 Town 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 Suffolk County home improvement license, if applicable (not required for new home construction). 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:	SWORN TO ME THIS	NOTARY STAMP
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	
CONTRACTOR:	SWORN TO ME THIS	NOTARY STAMP
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>COUNTY HOME IMPROVEMENT LIC. #</small>	<small>NOTARY PUBLIC</small>
EXPEDITOR / DESIGN PROFESSIONAL:	SWORN TO ME THIS	NOTARY STAMP
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	

FOR OFFICE USE ONLY	
	Total Fee: \$

PLACE STICKER HERE

SUBMITTAL REQUIREMENTS FOR:
Electrical Vehicle (EV) Charging Station Permits

The following guidelines are for preparation and submittal of your plans. Specific plan requirements will depend largely upon the extent, nature and complexity of the work to be done.

A permit is required before you install a Level 2 or 3 DC Fast Charger. Level 1 charging stations do not require a permit but must be installed by a licensed electrician; Homeowner to obtain an Electrical Underwriters Certificate after installation and submit to the Building Division Records Dept. DC Fast Charger plan check can take anywhere from one to six months. Early coordination with the utility and plan check staff is crucial.

LEVEL DEFINITIONS (*Levels of electrical current are called VAC or “Volts Alternating Current.”*):

Level 1 - 120 VAC – Residential properties only. Level 1 refers to using a standard house outlet to charge an EV.

Level 2 - 240 VAC – This voltage is the type that supports ovens and other large appliances.

Level 3 - 480 VAC – Commercial properties only. Also called DC Fast Chargers, these chargers use a 480 plug to provide direct current (DC) electricity to the battery.

PERMIT APPLICATION REQUIREMENTS:

1. Permit Application – Filled out in its entirety.
2. Application Fee – visit <https://islipny.gov/departments/planning-and-development> for the current fee schedule
3. Approved Site Plan – *Commercial Only* (see below for Site Plan Submission Requirements)
4. Survey – An accurate survey, showing the proposed placement.
5. Floor Plan (3 copies) – In situations where equipment is installed within a structure, a floor plan is required. Said plan should show the proposed location of the equipment.
6. Manufacturers Specifications (3 copies) – Including the UL Listing.
7. Single Line Wiring Diagram (3 copies) – 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 (3 copies) – 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 – Verification shall be made by the Owner/Contractor 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. Damaged equipment must be replaced or repaired and will require permits and inspections.
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 – Attachment detail for bollard installations where protection of electrical equipment is required.
12. Approved Sign Elevations – Contact the Planning Department at 631-224-5450; *Note: a separate sign permit is required for any signage.*

PLACE STICKER HERE

SITE PLAN SUBMISSION REQUIREMENTS – *Commercial Only*

1. Site Plan Application – Including all requirements listed in the application
2. Application Fee
3. Limits of Site Plan should include 75’ around the area of disturbance and show the following:
 - a. Location and number of charging stations
 - b. Equipment anchorage and support
 - c. Note whether the spaces are specifically reserved for EV charging
 - d. Note whether there is a time limit for parking and/or charging
 - e. Lighting plan (if lighting is proposed)
 - f. Bollard details for vehicle protection
 - g. Screening of installation may be required (site dependent)
 - h. Pavement markings and dimensions
 - i. Conduit locations and disconnects
 - j. Vehicular movement plan (if the proposed location is such that it may impede traffic flow)
 - k. Manufacturers specifications
 - l. Signage location, details and elevations (Planning Division approval required for all elevations)

TOWN APPLICATION REVIEW:

Your application will be reviewed by various departments within the Town of Islip, including, but not limited to Engineering, Fire Marshal, Planning and Zoning. It may be determined that additional approvals, variances or relaxations are required, such as setbacks, landscaping and parking. Equipment cannot be attached to any illegal structures. If the structure is not on the Certificate of Occupancy, permits will be required to legalize the structure(s).

Electric vehicle charging stations must be installed in accordance with manufacturer’s installation instruction and in accordance with the National Electrical Code and the New York State Uniform Building and Fire Code.

AFTER PERMIT ISSUANCE – Applicant is required to:

1. Schedule all necessary inspections – Building, Engineering, and Fire Marshal
2. Provide all documentation as required by the inspectors, such as:
 - a. Electrical Certificate - *A list of approved Electrical Inspection Agencies is located at islipny.gov*
 - b. Final survey