



EV CHARGING STATION GUIDANCE

G-02

GUIDANCE
DOCUMENT

Community Development Department

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This Informational Bulletin outlines the permit submittal requirements for EV Charging Station Permits. A building permit is required for all EV Charging station projects unless specifically exempted. The following items are the minimum submittal requirements:

1. **Permit Application:** A completed and signed [Building Permit application BA-01](#) for all EV charging Station projects. All Building Permit applications and forms are located on the [City of Ellensburg's website](#). Planning Permit applications are also on the [City of Ellensburg's website](#) and may be required based on the specific project requirements.
2. **Construction Documents:** Drawings shall be dimensioned and drawn upon suitable material.
 - Drawings must be on a minimum of 11" x17" paper and drawn at minimum ¼" scale. If engineering is required, the plans and calculations for a project must be "stamped" if a registered design professional (architect and/or engineer) by either WA State Licensing laws and/or WA State Building Codes. ([See Bulletin BB-13 Architect & Engineer Requirements](#)).
 - The construction documents shall show in sufficient detail all items necessary to verify code compliance with the Washington State Building Code Sections 429 and 406.2.7, including but not limited to: Specifications of EV charging system and supply listed and labeled UL 2202 & 2594 compliant, protection bollards where applicable, support base, minimum ADA Access requirements and minimum amp and volt requirements per 2018 WSBC Section 429.2 and 429.3 and NFPA 70. With Code Analysis showing code compliance. ([See Bulletin BB-14 Design Criteria & Codes](#)).
3. **Site Plan:** A Site Plan is required for all EV station projects with sufficient detail to show compliance with WSBC, NFPA 70, EVSE – 19.28RCW, NEC - Article 625 and the Washington state Accessibility Code. The Site Plan must be drawn to 1:20 scale showing the size and location of new construction and existing structures, distances from lot lines, grades and elevations, streams and floodplains, existing and new utilities, easements, parking, ADA access to chargers and other information. ([See Bulletin BB-10 Site Plan Requirements](#)).
4. **Valid WA State Contractor license & City Business Licenses:** Current Licenses must be provided at submittal (not required if owner exempt). ([See Bulletin BB-12 for Contractor Licensing Requirements](#)).
5. **Permit Fees:** In order to submit a Building Permit Application for an EV Charging station, the permit fees must be paid in full.
6. **Critical area review and approval** is required for projects located in or near a Critical Area per EMC Title 15, Article 6. (i.e. wetlands, floodplains, streams, slopes, etc.). ([See Form PA-02 Critical Area Review Application Form](#)), a \$150 fee is required at submittal.

Community Development currently provides three methods to apply for a building permit:

Apply in Person: Permit applications may be submitted in person at the address shown on this page. Permit staff are available Monday - Friday from 8:00 am -12:00 pm, 1:00 pm -5:00 pm.

E-Mail the Application: The permit application may be emailed to permits@ci.ellensburg.wa.us along with required submittal documents.

Apply Via the Online Portal: Visit <https://ci-ellensburg-wa.smartgovcommunity.com/Public/Home> You will be required to create an online profile and upload the application and required submittal documents.

This document is intended to provide guidance in applying certain regulations and is for informational use only. It cannot be used as a substitute for the Construction Codes or for other city, state or federal codes and regulations. For more information see the City website at: www.ci.ellensburg.wa.us.

2021 Electrical Vehicle Summary of Washington State Building Code Requirements with Diagrams

This guidance document provides some but not all the code requirements. It is the responsibility of the owner and design professional to meet all code compliance with applicable Building, Fire, Mechanical, Fuel Gas, Plumbing and Energy Codes. This is a guidance document. When a building permit application is submitted, a full plan review will be completed; if corrections are required, they will be addressed at that time.

429.1 Electrical Vehicle Charging Infrastructure:

Electric Vehicle Supply equipment shall be installed in accordance with applicable requirements of chapter 19.28 RCW and the National Electrical Code, Article 625.

Electric vehicle charging infrastructure is not required if any of the following conditions are met: 1) There is no public utility or commercial power supply. 2) Dwelling units without garages or onsite parking.

429.2 Required Electrical Vehicle Charging Infrastructure:

Where parking is provided, ten percent of parking spaces shall be provided with electric vehicle charging infrastructure in compliance with Sections 429.2, 429.3, and 429.4. When the calculation of percent served results in a fractional parking space, the applicant shall round up to the next whole number.

429.4 Electric Vehicle Charging Infrastructure for Accessible Parking Spaces

When electric vehicle charging infrastructure is required, ten percent of accessible parking space, rounded to the next whole number, shall be provided with electric vehicle charging infrastructure. The electric vehicle charging infrastructure may also serve adjacent parking spaces not designated as accessible parking. A maximum of ten percent rounded to the next whole number, of the accessible parking spaces are allowed to be included in the total number of electric vehicle parking spaces required under Section 429.2.

Accessibility Diagrams for Electrical Vehicle Charging Stations:



