



# Electric Vehicle Charging Equipment Municipal Permitting Information

## City of Burlington

<http://www.burlingtonvt.gov/>

### Contact person

- Electrical Inspector:
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- Zoning Administrator:
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### Resources

- Forms and checklists: <http://www.burlingtonvt.gov/DPI/Forms-and-Checklists>
- Fee Schedule: <http://www.burlingtonvt.gov/DPI/Fees>

## STATE PERMIT REQUIREMENTS

The City of Burlington has electric permit requirements which meet the State of Vermont's requirements for the State Electrical Safety program, so a State electrical permit is not required for plug-in electric vehicle supply equipment (EVSE).

State environmental permits may be necessary depending on site specific potential environmental impacts (e.g. wetlands, stream crossings). For erosion or sediment control plans to be necessary, the area of disturbance needs to be 1 acre or greater.

Act 250 permits would only be required for larger developments. If a property has an existing Act 250 permit, any construction or change triggers the need for an amendment. This process is streamlined for minor amendments - EVSE could be considered minor depending on the level of construction necessary.

A VTrans highway permit may be necessary if the charging station will be located in a state right-of-way or if construction will encroach on the right-of-way:

<https://vtrans.vermont.gov/planning/permitting>

State permit specialists are available for guidance on what may be required for specific locations:

<https://dec.vermont.gov/environmental-assistance/permits/specialists>

## LOCAL PERMIT REQUIREMENTS

### *Single Family Residential*

#### *a) Zoning Requirements / Cost / Time / Process*

- Most exterior changes to a property (including equipment) require a zoning permit.
  - Site plan and drawn elevations (or photos or cut sheets) of the equipment are needed with the submittal.
- If the total installation is 24 square feet or less, no zoning permit is needed, but a "non-applicability" determination may be filed with the zoning division.

- If inside, no permit is required, but a “non-applicability” determination may be filed with the zoning division.
  - Zoning Permit Application Form and Determination of Non-Applicability Form can be downloaded here: <http://www.burlingtonvt.gov/DPI/Forms-and-Checklists>
- Cost: see fee schedule (<http://www.burlingtonvt.gov/DPI/Fees>)
  - Basic application fee = \$107
  - Certificate of Appropriateness: \$107 for up to \$25,000 estimated construction costs
- Time:
  - Permit application will be reviewed within 30 days of complete submission and either processed administratively or referred to a board for review.
- Permit approvals are subject to a 15 day appeal period for administrative permits and 30 day appeal period for board permits. Any interested party may appeal administrative or board permits.

*b) Permitting Requirements / Cost / Time / Process*

- If a structure is being built, a building permit is necessary. In most cases EVSE is not considered a structure, so a building permit may not be necessary. If a building permit is needed, this would happen after the zoning permit is obtained.
- If in city right-of-way, a right of way encroachment permit is needed before an electrical permit can be obtained. Contact the Dept of Public Works for information on this.
- Electrical permits are needed in all situations and work must be performed by a certified master electrician. Owner-occupied, single family home is the ONLY time work can be done by homeowner themselves, and homeowners are not allowed to do any work in the electrical panel. That work has to be performed by a Vermont Licensed electrician.
- Electrical permits cannot be issued until zoning permit is in place.
- For electrical permit, spec sheet detailing size and power needs would be needed.
- Cost: based on estimated cost of work
  - Basic permit fee = \$30 (for \$2,000 worth of material and labor)
  - After \$2,000, fee of \$8.50 per \$1,000 of work plus \$15 permit fee
- Time: if a permit application is brought into the office, a permit can be issued immediately. If application is faxed or mailed in, permit is typically issued in two working days.

*Multi Family / Commercial / Public Charging:*

*a) Zoning Requirements / Cost / Time / Process*

- Same as Residential; see above.

*b) Permitting Requirements / Cost / Time / Process*

- Same as Residential; see above.