



# Electric Vehicle Charging Equipment Municipal Permitting Information

## Town of Colchester

[colchestervt.gov](http://colchestervt.gov)

### Contact person

- Zoning Administrator:
  - Lisa Riddle
  - [PZinfo@colchestervt.gov](mailto:PZinfo@colchestervt.gov)
  - 802.264.5606

### Resources

- Planning & Zoning page: <http://colchestervt.gov/150/Planning-Zoning>
- Details on local building permits:
  - <https://www.colchestervt.gov/3167/Apply-for-Permit-Online>

## STATE PERMIT REQUIREMENTS

The Vermont Department of Fire Safety Division of Fire Safety administers the State Electrical Safety program, which includes permit requirements for plug-in electric vehicle supply equipment (EVSE) located on commercial or residential multi-family properties. Single family residential installations are exempted. The State electrical work notice form is available at <https://firesafety.vermont.gov/buildingcode/permits>

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 the 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*

Localized building code (International Residential Code) requires a permit be obtained for most installations. Please email with the specific type of installation to see if a permit is required.

### *Multi Family / Commercial / Public Charging:*

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

- Generally, a site plan review is required of any changes to an existing commercial or industrial property or for new construction. These installations usually qualify as minor site

changes (do not increase lot coverage by more than 3% or 5,000 sq. ft.) and only require an administrative site plan application.

You can contact the Department of Planning & Zoning to schedule a Technical Review Committee meeting. This is an opportunity, free of charge, to review conceptual plans to inform the application process, identify any regulatory challenges, as well as receive general advice on how to proceed.

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

- Local and state building codes will apply.
- 2-4 weeks for time to process
- \$155 for administrative site plan application and
- \$85 base fee for a building permit and \$8 per \$1,000 estimated project cost beyond \$6,875 worth of work.