
COMMERCIAL ELECTRIC VEHICLE CHARGING STATION (EVCS)

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Drawings:

- **Site Plan** – Must show property lines, exact location of the structure on the property and any existing structures.
- **Single Line Electrical Diagram**
- **Public Stations** – *Include accessibility provisions, such as clear diagrams and text, demonstrating compliance with state accessibility regulations.*
- **Panel Upgrade (if required)** – Include existing panel size, new panel size, wire sizes and grounding.

Documents:

- **Load Calculations**
- **Charger Installation Instructions from Manufacturer**

Other Information:

- **Mechanical Permit** – *If ventilation is required, a separate mechanical permit will also be required.*

SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

All drawing sheets must be submitted:

- With the stamp of an Idaho registered design professional reflected
- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets

- With a file name allowing for easy identification of the drawing content.
Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule
- As print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

All documents (non-drawing files) must be submitted:

- As searchable PDF files

