

Vehicle Charging Station Checklist

WHEN DO I NEED A PERMIT?

The installation or replacement of a vehicle charging station requires a Building Permit to be issued.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- ☐ Submit a completed [Broward County Uniform Permit Application \(Building Checked\)](#) from a licensed General contractor.
- ☐ Submit a completed [Broward County Uniform Permit Application \(Electric Checked\)](#) from a licensed Electrical contractor.
- ☐ Submit a completed [Zoning Compliance Permit Application](#) from a licensed contractor.
- ☐ Submit a completed [Fire Review Application](#) from a licensed contractor. (Excludes Single Family Residences)
- ☐ If the device will be installed at a condominium, or within a homeowner's association (HOA), submit the approval letter from the condominium association or HOA.
- ☐ Submit anchoring details in the form of a [Florida Product Approval](#), [Miami Dade Notice of Acceptance](#) tie down detail, or original signed & sealed plans developed by an Architect or Engineer.
- ☐ Provide a riser diagram, electrical plan and load calculations for the vehicle charging station(s).
- ☐ Provide the installation manual and manufacturer specifications.
- ☐ Submit a survey or site plan showing the location of the charging station.

INSPECTIONS

Miscellaneous Permit Inspections

1. BLDG FOOTINGS
2. BLDG TIE DOWNS
3. BLDG FINAL STRUCTURAL

Zoning Permit Inspections

1. Z ZONING FINAL

Electrical Permit Inspections

1. EL ROUGH
2. EL FINAL-ELECTRIC

Fire Permit Inspections (If applicable)

1. FIRE DEPARTMENT FINAL

NOTICE OF COMMENCEMENT

A Notice of Commencement is required to be submitted when the contract price is greater than \$5,000.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>