Permitting Process for Electrical Vehicle Supply Equipment (EVSE) in a Multi Family Residence Setting

In the City of Atlanta Multi Family Residence EVSE permitting occurs when a tenant of an apartment or condominium wants EVSE installed in the parking area they rent from.

Plug-in electric vehicles (PEVs) with internal charging units that plug into existing 120 volt receptacles do not require modification to your electrical system; this is called Level 1 EV charging.

EVSE that must be wired directly to the electrical system is Level 2 charging and above, these installations will require a permit. Level 2 EVSE is designed to accommodate destination-charging scenarios. Not every Multi Family Residence has separately metered dwelling units, so additional time of use meters will be needed to secure Georgia Power’s residential PEV electric service rates.

More information about EV charging can be found at the Department of Energy’s Advanced Vehicle Data Center and Clean Cities Atlanta.

Level 2 EVSE Guidelines
According to the National Electrical Code® installations above 125 volts, shall have the supply equipment wired permanently to the electrical supply circuit. The supply equipment may vary in design depending on the manufacturer and vehicle type. EVSE to be installed must meet specifications set forth in NEC Section 625.

FOLLOW THESE STEPS TO PERMIT MULTI FAMILY RESIDENCE EVSE
 Tenant must identify their EVSE requirement and be proactive with property owner
 Property owner selects a licensed electrical contractor to access EVSE installation site
 Then fills out Atlanta’s Electrical Permit Form with their electrical contractor
 The City encourages everyone installing EVSE to check the box on the electrical permit form that allows the City to share their address with local utilities. This information is important for utility planners who work to reinforce the electrical distribution system for neighborhoods that have large numbers of plug-in vehicle owners.
 Afterwards the contractor will submit the completed application; fees are due to the Office of Buildings at this time.
 Permit is issued
 Electrical contractor installs Electric Vehicle Supply Equipment
 Property inspection conducted by Office of Buildings
   Cost of the initial inspection is included with the permit fee.
   If the initial inspection fails there is no cost for the follow up inspection, as long as the second inspection is successful.
   Otherwise up to three more inspections can be scheduled, with a minimum charge of $50 for each subsequent re-inspection.

Key Considerations When Installing Level 2 EVSE

Prepare property to meet EVSE requirements
As you plan to install Level 2 EVSE coordinate with licensed electric contractors and EVSE providers to avoid miscommunication and avoid delay.

Take advantage of available resources and heed the advice of EVSE manufacturers
Clean Cities Atlanta electric vehicle readiness webpage outlines many electric vehicle charging equipment and installation service providers. For more info about EVs gotoelectricdrive.com
Permitting Process for Multi Family Residence to Install EVSE:

1. Property Owner interested in purchasing EVSE?
   - Yes
     - Use a standard cord and outlet
   - No
     - Outlet installation needed?
       - Yes
         - Level 1 or Level 2
       - No
         - Permitting Process for Multi Family Residence to Install EVSE:

2. Level 1 or Level 2?
   - Yes
     - Lvl 2
   - No
     - Lvl 1

3. Electrical contractor accesses proposed EVSE installation site
   - Yes
     - Schedule inspection with Utility Planner
   - No
     - Utility Planner accesses service upgrade needed

4. Is service upgrade needed?
   - Yes
     - Schedule inspection with Utility Planner
   - No
     - Contractor prepares cost estimate

5. Customer Approves?
   - Yes
     - Contractor writes Statement of Work and completes electrical permit application form
   - No
     - End: No Installation

6. Permit reviewed and approved
   - Yes
     - Property Owner sets up time for Utility to cut power
   - No
     - End: No Installation

7. Property Owner sets up time for Utility to cut power
   - Yes
     - Utility cuts power
   - No
     - Service is upgraded

8. Service is upgraded
   - Yes
     - Power restored
   - No
     - End: No Installation

9. Power restored
   - Yes
     - EVSE ready for use
   - No
     - End: No Installation

Key:
- Responsibility
  - Contractor C
  - Property Owner P
  - Utility U
- Standard Process
  - City of Atlanta ATL
- Service Upgrade Process