



City of Keene, NH Electric Vehicle Charging Station (EVCS) Residential Permit Application Checklist

This permit application checklist is for residential (1 & 2 family) electric vehicle charging station installations. A complete building permit application is required for plan review. Applications will be processed in the order of receipt. Complete applications typically take 2-3 business days to review; however, they may take up to 10 business days. If you have any questions, please call the Community Development Department at (603) 352-5440 or email PermitTech@ci.keene.nh.us.

- Building permit application. Electronic submissions are encouraged.
 - Link to online permit application: <https://talktomycity.com/create>
 - Link to paper application: https://ci.keene.nh.us/sites/default/files/2018-07/Permit_application.pdf
 - Permit Type: Electrical
 - Building Use: One Family OR Multi-Family (specify two units)
 - Work Type: Renovation
 - Application must be signed by a licensed electrician. If you are the owner of a single-family home and you are not working with a licensed electrician, a signed [homeowner affidavit](#) is required.

- Application fee (see online [fee schedule](#)).
 - Note: For single family owner-occupied homes, there is a 10% discount for using a licensed electrician.
 - Application fee is not accepted until after the application is reviewed and approved.

- Manufacturer's installation instructions or EVCS manual (1 copy)

- Plans (2 copies required for paper submissions):
 - If the proposed installation will be outside (not inside a structure), please submit a plot plan or photograph with dimensions provided to show the proposed EVCS location. Note: the City's online assessing map (www.axisgis.com/keenenh) may be used to generate a plot plan.
 - If the proposed installation will be inside a structure (such as a garage), please submit a floor plan.
 - If you are not working with a licensed electrician, electrical plans are required.

- If located in the Downtown Historic District, the proposed installation must comply with Historic District Commission (HDC) requirements. To check to see if you are located in the Historic District or if any HDC requirements would apply, please contact Mari Brunner at mbrunner@ci.keene.nh.us or 603-352-5440.

- If located in the 100-year floodplain or floodway, the proposed installation must comply with the [City of Keene Floodplain ordinance](#) (Ch. 54). To check to see if you are located in the floodplain or if any floodplain requirements would apply, please contact Mike Hagan at mhagan@ci.keene.nh.us or 603-352-5440.

Notes:

- Additional information required by the Building Official may be necessary for the issuance of the permit.
- Multiple inspections will be required, including: rough electrical, underground electrical, and final electrical inspections.