

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	Site Plan - Must show property lines , exact location of the structure on the property and any existing structures.
	Floor Plan - if station to be installed inside the dwelling; must include all measurements, openings and adjacent rooms/areas
	Single Line Electrical Diagram
	Load Calculations
	Panel Upgrade (if required)
	Charger Installation Instructions from Manufacturer
	*Mechanical Permit—if ventilation is required, a separate mechanical permit will also be required

Submittal Standards

- ◆ All plans must be submitted in PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ All plans must be drawn to scale and each sheet should state the scale.
- ◆ Plans must be submitted individually using separate file names.
- ◆ Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

File Naming Examples for EVCS Projects

Discipline	Sheet ID	Sheet #	Example File Names
Site Plan/Cover	NA	NA	Cover Sheet
Elevations	NA	NA	Elevations
Floor Plan	NA	NA	Floor Plan