



Collect as Much as Possible for EV Charging Engineering

General Site Information

- Host Contact Information
- Address of the Location
- As-Built Site Plan of Existing Parking Lot or Parking Garage (shows dimensions of parking spaces, property line)
- Desired Location of Electric Vehicle Charging Spaces
- Quantity, Type, and KW Rating of EV Chargers Requested

If EV Stations Connect to New/Upgraded Electrical Service (Most Common):

- Desired Location of Electrical Gear (main switchgear, new utility transformer)
- Information on Existing Utility Transformer(s) on property, if possible
 - Location
 - kVA Rating
 - Secondary Voltage (480Y/277V, 208Y/120V, other)
 - Picture of Transformer Nameplate
- Drawings or knowledge of existing underground utilities, structures, conduit, or other
- Details of existing easements on property - if any

If EV Stations Connect to Existing Electrical Service (Not Necessary if New/Upgraded):

- As-Built Electrical Plans
 - Single-Line Diagram(s)
 - Panel Schedule(s)
- Pictures of Electrical Gear
 - Overall picture of electrical gear in electrical room, showing layout of gear, and connections
 - Main Switchgear pictures
 - Close-up of main breaker (showing trip rating, voltage rating, KAIC rating)
 - Close-up of the nameplate of the main switchgear (showing voltage rating, current rating)
 - Picture of main switchgear distribution section showing all feeder breakers and spare breaker positions
 - Pictures of all feeder breakers in main switchgear distribution section (showing current rating of each breaker)
 - Distribution Panel(s) pictures
 - Close-up of main breaker, if applicable (showing trip rating, voltage rating, KAIC rating)
 - Close-up of the nameplate of the distribution (showing voltage rating, current rating)
 - Low Voltage Transformer(s) pictures
 - Picture of the nameplate of any step-down or step-up transformers
 - Close-Up Picture of the Utility Meter (showing ratings)
 - Picture of Utility Transformer Nameplate or exterior labeling/stencils of ratings
- Utility Bills
- Any drawings or knowledge of existing underground utilities, structures, conduit, or other
- Details of existing easements on property