



Colleagues and Leaders,

Since 2018, greenhouse gas emissions from transportation have exceeded those from any other sector of society. The transition from internal combustion engines to electric vehicles will be critical as we attempt to minimize the impact of climate change. If Massachusetts is to meet its climate goals, electric vehicle charging stations will need to be installed in thousands of locations throughout the Commonwealth.

To meet this coming demand for electric vehicle charging, the permitting of charging stations will need to be transparent and free from duplicative processes and avoidable administrative delays. Submission requirements will need to be clearly documented, with a central point of contact for applicants and easy to follow checklists provided.

The following Electric Vehicle Charging Station Expedited Permitting Ordinance has been drafted by a task force of advocacy organizations, utility representatives, charging station installers, and governmental departments to allow Massachusetts municipalities to adopt a framework to provide charging station permitting that is safe, fair and timely. We encourage you to review this ordinance and provide input on its' contents. Thank you for your assistance in this important project.

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## SEC. XX.XXX- ELECTRIC VEHICLE CHARGING STATIONS REVIEW PROCESS.

(A) DEFINITIONS. The following words and phrases as used in this section are defined as follows:

- (1) "Adverse impact" means a significant, quantifiable, direct, or unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- (2) "Association", any association of homeowners, community association, condominium association, cooperative or any other nongovernmental entity with covenants, bylaws and administrative provisions with which a homeowner's compliance is required.
- (3) "Electronic submittal" means the utilization of the City's online permitting portal or the internet in (pdf/other) format.
- (4) "Electric Vehicle Charging Station", "Electric Vehicle Supply Equipment (EVSE)" or "charging station" means an electric component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle.
- (5) "Owner", a person who owns a separate lot, unit, or interest, including an undivided interest or membership interest in the common area of the entire project, including but not limited to condominiums, planned unit developments and parcels subject to a homeowners' association.
- (6) "Reasonable restrictions", restrictions that do not significantly increase the cost of the station, significantly decrease its efficiency or specified performance or effectively prohibit the installation altogether.

(B) PURPOSE. The purpose of this chapter is to promote and encourage the use of electric vehicles by creating an expedited, streamlined permitting process for electric vehicle charging stations while promoting public health and safety and preventing specific adverse impacts in the installation and use of such charging stations.

### (C) ELECTRIC VEHICLE CHARGING SYSTEM PERMITTING REQUIREMENTS

1. All electric vehicle charging systems shall meet the requirements of a Nationally Recognized Testing Laboratory, such as Intertek (ETL mark) or Underwriter's Laboratory (UL mark) and bear the mark on the permitted station. All permitted electric vehicle charging stations shall also meet all requirements of Section 625 of the National Electric Code and shall be subject to inspections as deemed necessary by the Chief Building Official, or other appropriate contact, or other appropriate contact.
2. Installation of electric vehicle charging stations shall be incorporated into the load calculations of all new or existing electrical services and shall meet the requirements of the Massachusetts Electrical Code. Electric vehicle charging equipment shall be considered a continuous load. C. Anchorage of either floor-mounted or wall-mounted electric vehicle charging stations shall meet the requirements of the Massachusetts Building or Residential Code if applicable, and the provisions of the manufacturer's installation instructions. Installation of charging stations shall not adversely affect building elements.

(D) APPLICABILITY. This section applies to the permitting of all electric vehicle charging stations in the (city/town). All electric vehicle charging stations legally established or permitted prior to the effective

date of this ordinance shall not require a permit issued under this section unless physical modifications or alterations are undertaken that materially change the size, type, or components of an electric vehicle charging station. Routine operations and maintenance or like-kind replacements of the components of an electric vehicle charging state shall not be considered a material change.

(E) PUBLICALLY AVAILABLE EXPEDITED PERMITTING INFORMATION. Upon passage of this ordinance, the Chief Building Official, or other appropriate contact, shall comply with the following process elements within (30/60/90) days of passage:

- 1) By resolution, the (city/town council or other) shall adopt a checklist of all requirements with which electric vehicle charging systems shall comply to be eligible for expedited review.
- 2) All documents required by the (city/town) for submission of an electric vehicle charging system application and the permitting checklist shall be made publicly available at the city's/town's permitting website (link here) and shall be easily accessible from any (city/town) webpage through the search function.
- 3) All required documents for the initial administrative review shall be able to be submitted simultaneously through the (city/town) permitting website or through electronic means such as email or fax.
- 4) Any additional reviews and permits required for electric vehicle charging stations located in a public right of way shall be clearly documented, including the sequence of reviews and approvals, on the (city/town) permitting website. When multiple (city/town) commissions, councils, or administrative bodies need to approve installation in a public right of way, the required documents for each body shall be clearly listed on a "EV Charging Station Permitting in a Public Right of Way" Checklist on the (city/town) permitting website.
- 5) Reviews by (city/town) commissions, councils, or administrative bodies that need to approve installation in a public right of way shall be concurrent as long as the required documents are submitted to each body simultaneously.
- 6) The Chief Building Official, or other appropriate contact, shall allow the electronic submittal of the electric vehicle charging station application.
- 7) The Chief Building Official, or other appropriate contact, shall appoint an appropriate employee of the (city/town) to serve as an electric vehicle charging station permitting ombudsman, whose contact information shall be clearly posted on the (city/town) permitting webpage.

(F) PERMITTING REVIEW REQUIREMENTS

- 1) Review of the permit application shall be limited to the Chief Building Official's, or other appropriate contact's, review of whether the application meets local, State and Federal health and safety requirements. The application shall be administratively reviewed by the Chief Building Official, or other appropriate contact, as a nondiscretionary permit.
- 2) An application for an electric vehicle charging station shall be deemed complete and the permit available for issuance, when the Chief Building Official, or other appropriate contact, determines that the application satisfies all the requirements found in the checklist.
- 3) The City shall not condition approval of an application on the approval of an association, as that term is defined in Section XXX.XX A.2 of this document.

- 4) An application for an electric vehicle charging station shall be deemed complete and the permit available for issuance, when the Chief Building Official, or other appropriate contact, determines that the application satisfies all the requirements found in the checklist.
- 5) If an application is deemed incomplete, a written plan check correction notice will be available to the applicant within ten (10) working days, detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be given to the applicant for resubmission.

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