



Eagle River Fire Protection District
Fire Prevention Bureau

Electric Vehicle (EV) Charging Station

Required Documents & Submittal Information

This document lists the information and materials that must be submitted to the Fire Prevention Bureau for review and approval prior to installation, and/or prior to final inspection, of electric vehicle supply equipment (EVSE) in commercial parking lots, parking structures, or commercial premises. It applies to Level 1, Level 2, and DC Fast Charging (DCFC) installations. Submittal requirements are based on Section 322 (Electric Vehicle Charging Infrastructure), adopted on an EV-only basis using the Chapter 3 numbering and terminology of the 2024 International Fire Code (IFC), and NFPA 70, National Electrical Code (NEC), Article 625. All other fire code provisions referenced in this document (fire apparatus access, hydrant/FDC clearance, sprinkler and extinguisher requirements, etc.) follow the district's currently adopted IFC edition. Use in conjunction with the companion "EV Charging Station Fire Safety Inspection Checklist." Verify against the specific code editions and local amendments currently adopted by the Eagle River Fire Protection District.

1. Application & General Project Information

- Completed application, including project name and site address
- Property owner name, mailing address, and phone/email contact
- Applicant / EVSE operator or charging network provider name and contact information
- Licensed electrical contractor name, license number, and contact information
- Project description: number and type of charging stations proposed (Level 1 / Level 2 / DCFC), whether new construction or retrofit of existing parking
- Building/occupancy classification of the associated structure(s), if any
- Copy of, or reference number for, the associated building permit and electrical permit application, if applicable

2. Site Plan

A scaled site or civil plan showing:

- Location of all proposed and existing EV charging stations, pedestals, and equipment cabinets/enclosures
- Fire apparatus access roads, drive aisles, and turning radius, with dimensions
- Location of fire hydrants, fire department connections (FDC), and required clearances
- Existing and proposed fire lanes, with signage/stripping
- Parking space layout, including accessible (ADA) EV charging spaces where required
- Means of egress and exit discharge paths from the building, where applicable
- Location of transformers, utility service equipment, and main electrical service
- Distances from EVSE to property lines, buildings, and any exposures

3. Electrical Plans & Load Documentation (NEC Article 625)

- Single-line electrical diagram showing service entrance, panels, feeders, and EVSE circuits

- Panel schedule(s) identifying EVSE circuit breakers and directory labeling
- Electrical load calculations demonstrating adequate service capacity for the proposed EVSE
- Manufacturer, model number, and electrical ratings (voltage, amperage, kW) for each EVSE unit
- Charging level and type for each unit or bank (Level 1 AC, Level 2 AC, or DCFC), including DCFC output voltage/current
- Location and specification of required disconnecting means for each EVSE, including whether lockable in the open position [NEC 625.42]
- For DCFC installations: location, marking, and specification of the emergency shutoff device(s) [NEC 625.43]
- Ground-fault protection method
- Ventilation plan and calculations if EVSE is not listed for unventilated indoor charging [NEC 625.15 / 625.52]

4. Equipment Listings & Manufacturer Documentation

- Manufacturer cut sheets / spec sheets for each EVSE model proposed
- Listing documentation showing the EVSE is listed/labeled by a nationally recognized testing laboratory [e.g., UL 2202 (DCFC), UL 2594 / UL 2231 (AC EVSE)]
- Manufacturer's installation instructions
- Manufacturer's operation and maintenance (O&M) manual, or a maintenance/testing plan for the equipment

5. Fire Protection & Life Safety Information

- Description of any fire protection features serving the EVSE area (automatic sprinklers, standpipes, detection), where the EVSE is located within or beneath a structure [NFPA 13 / IFC 903]
- Confirmation of clearances from EVSE to combustible storage, vegetation, and means of egress
- Proposed hazard identification / warning signage (EVSE identification, high-voltage, DCFC designation) with locations shown on the site plan [IFC 509 / NEC 110.21]
- For sites with on-site battery energy storage systems (BESS) paired with EVSE: separate plan review submittal package per NFPA 855 [NFPA 855 (separate review)]

6. Emergency Responder Information

- Site plan or directory identifying the location of all EVSE disconnects and emergency shutoff devices
- 24-hour emergency contact name and phone number for the facility owner, property manager, or EVSE network operator
- Knox Box or other rapid-entry provisions, if required by the district for gated or restricted-access sites

7. Prior Approvals / Existing Conditions (Retrofit Projects)

- Copy of the most recent Certificate of Occupancy, if available
- Description of any existing fire protection systems and their current inspection/testing status
- Documentation of any prior fire code violations or open corrective actions for the site, if applicable

Submittal Notes

Incomplete submittals will be returned without review. Plans must be submitted in the format specified by the district (digital PDF and/or hard copy, per current submittal policy). Fire prevention plan review approval does not substitute for required building and electrical permits, which are reviewed and issued separately. This checklist may be updated periodically to reflect code adoption cycles, local amendments, or changes in EVSE technology; contact the Fire Prevention Bureau for any additional questions or concerns: prevention@eagleriverfire.org.