



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

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## City of Saint Paul Permit Application Process

### Electrical Vehicle Supply Equipment (EVSE) Installation -- Residential and Commercial --

If you own an electric car, where will you charge it? At home, at the mall, at the office or at your favorite restaurant? To ensure a smooth path for this emerging technology and the installation of electric vehicle supply equipment (EVSE), the City of Saint Paul provides the following tips to ensure that charging stations can be installed with minimal effort.

Vehicles with internal charging units can plug into existing 120 volt receptacles and do not require modification to the electrical system. The installation of a charging station directly wired to the electrical system will require a permit. The following information will facilitate the permitting process.

#### Steps to Obtain a Permit

1. Apply for permit -- online, by mail or in person (permit application info. below)
2. Submit the application
3. Fees due when the permit is issued
  - Minimum fee is \$70 and each circuit is \$12. If cost of circuits exceeds \$70, then cost based on number of circuits only.

#### Information required for the Permit Application

1. Proposed Work -- "Install electric vehicle supply equipment"
2. Project Address -- Include street #; PO Box is not allowed
3. Plot plan -- show location, proposed work, and identify station brand and type (Station should be UL listed)
4. Contractor Information
  - Licensed Contractor -- needs
    - Minnesota Electrical Contractor's License
    - Contractor License #
  - Homeowner (listed as contractor) -- needs
    - Proof of home ownership where install will occur (Driver's License or two utility bills with home address)

#### Residential EVSE Installation (Single Unit Only)

The installation of a residential single unit EVSE will be issued as a standard electrical permit. This is to help ease the permit process. The homeowner can opt to have the station installed by a licensed electrical contractor or the homeowner can install it him/herself. If the homeowner does the installation, then proof of homeownership must be provided.

### **Commercial EVSE Installation**

Licensed electrical contractors are required for commercial installations. Units installed on the city right-of-way will also require review of the location by Saint Paul zoning staff from the Department of Safety and Inspections.

Single Unit EVSE -- Installation of a commercial single-unit EVSE may be issued as a stand alone electrical permit.

Multi Unit EVSE – Installation of such a unit requires the following additional information:

1. Proposed Work -- “Install multiple unit electric vehicle service equipment”
2. Engineer Design of Multiple System (information required)
  - Manufacturer data sheet
  - Third party listing
  - # of units to be installed
  - Load calculation with details back to the power source
3. Americans with Disabilities Act must be considered in all design submissions

### **Common Permit Application Oversights**

- Address problems (must match)
- Incomplete application
- Contractor data incomplete
- Total cost not included or incorrect
- No signature
- Lot needs recombination
- Plot plan not sized to scale
- State of Minnesota Electrical Contractor’s License

### **Contact information or questions**

#### **City of Saint Paul Permitting, Inspections and Zoning**

Saint Paul Department of Safety and Inspections (DSI)

375 Jackson Street, Suite 220, Saint Paul, MN 55101

Phone: (651) 266-8989

Email: [dsiweb@ci.stpaul.mn.us](mailto:dsiweb@ci.stpaul.mn.us)

Online: <http://www.stpaul.gov/index.aspx?nid=325>

#### **Electrical Inspectors' Office**

Phone: (651) 266-9031

Fax: (651) 266 - 9099

Office Hours: 7:30 am - 9:00 am (Mon - Fri), Closed Weekends & Holidays