



Electric Vehicle Charging Station Permit Guide

This guide provides information to homeowners, businesses, condominium owners, and other organizations applying for a permit to install electric vehicle (EV) charging infrastructure within the City of Alexandria.

For additional guidance, please review the list of Frequently Asked Questions at the end of this document. For more information on EV-related programs in Alexandria, please visit the [City's website](#), or contact Amy Posner, Electric Vehicle Planner, at amy.posner@alexandriava.gov or 703-746-3916..

Installing Chargers in Alexandria Historic Districts

If the proposed charger will be located on a property within [the two historic districts](#) or a designated 100-Year-Old Building, the charger will be subject to the purview of the [Board of Architectural Review \(BAR\)](#).

BAR staff can administratively approve wall-mounted EV chargers on private properties in the Old and Historic District and Parker-Grey District, provided the following criteria are met:

- Minimally visible and located in the side or rear yard
- Cannot exceed 48 inches to operable handle
- All conduits should be painted to match the adjacent wall surface
- The number of charging stations cannot exceed the number of allowed parking spaces.

If a charger installation does not meet the criteria, the applicant must seek BAR approval at a public hearing. Applicants should review the [Design Guidelines](#) which can be found on the Historic Preservation Website and prepare a submission for a Certificate of Appropriateness to be submitted through the APEX portal. EV chargers located on private property (e.g., condo association common areas) and not visible from a public street, alley, sidewalk, etc. do not require BAR review or approval.

Any questions about this process or to determine if your property is within one of the historic districts, please contact Historic Preservation staff at preservation@alexandriava.gov.

Electric Vehicle Charging Station Permit Checklist

For all chargers installed in Alexandria, apply for applicable permits through the City’s APEX Permitting & Land Use System: <https://www.alexandriava.gov/Permits>.

The table below describes permitting requirements by charger type.

| Property Type | Charger Placement | Electrical Permit Required | Building Permit Required | Plat Required | Site Plan Required |
|---------------|-------------------|----------------------------|--------------------------|---------------|--------------------|
| Residential | Wall-Mounted | X | * | | |
| | Pedestal-Mounted | X | | X | X |
| Commercial | Wall-Mounted | X | * | | |
| | Pedestal-Mounted | X | | X | X |

***May be requested if, upon electrical permit review, any structural, site, or building code issues need to be addressed.**

1. Applying for an electrical permit through APEX

a. Residential:

- Select Electric Vehicle Charging Station and complete the application.
- Submit the following information as attachments:
 1. Manufacturer’s specifications for the charger,
 2. information regarding electrical conductors’ sizes and types,
 3. Means of overcurrent protection, and
 4. Electrical panelboard schedule with load calculation.

b. Commercial:

- Select Electric Vehicle Charging Station and complete the application.
- Submit the following information as attachments:
 1. Manufacturer’s specification for the charger,
 2. Information regarding electrical conductors’ sizes and types,
 3. Means of overcurrent protection,
 4. Electrical panelboard schedule with load calculation, and
 5. Demonstration of how the charger is protected against vehicle impact (if applicable).

2. Applying for a building permit through APEX (if requested)

NOTE: Building permits are not initially required as chargers will typically be reviewed and permitted under the electrical permit process. However, a building permit may be requested when needed to address any recognized structural or site issues. See below if a building permit is requested.

a. Residential:

- Select Residential Building - Addition & Alteration.
- If installing a pedestal-mounted charger, submit a Survey Plat to scale as an attachment to show the location of the proposed ground mounted charger.
- If installing a wall-mounted charger, no Plat is required.

b. Commercial:

- Select Commercial Building - Addition & Alteration.
- If installing a pedestal-mounted charger, submit a Survey Plat or site plan to scale as an attachment to show the location of the proposed charger.
- NOTE: If project includes adding more than 5 parking spaces, a new or amended site plan may be required.

2. **Install charger.** After receiving the Electric Vehicle Charging permit from the City, work with a qualified electrician to install the charger(s).

3. **Schedule an inspection.** Once the EV infrastructure is installed and prior to beginning operation, schedule an inspection using the City's APEX system (see [How to Request Inspection](#)). Ensure qualified electrician (or contractor, if used) is present at inspection. After passing inspection, operation of the EV infrastructure can begin.

Frequently Asked Questions

How much does the permit application and permit cost?

The Department of Code Administration's Fee Schedule can be found [here](#).

How long does the permit approval process take?

Plan Review timetables can be found [here](#).

Who can I ask for more information on electrical connections, tapping into existing power sources, running new line from overheads, running power to the charger, etc.?

For these questions, please contact your electrical contractor first and then Dominion Energy.

Will my electricity rate schedule change after installing the EV charger(s)?

Contact [Dominion Energy](#) about any eligible electric vehicle charging incentive programs or electricity tariffs to support your electric vehicle charger.

Does the presence of an EV charger in a parking space change parking requirements for my project?

EV charging spaces count toward parking space requirements at the same rate as standard parking requirements, assuming no spaces are removed or reduced in size to be able to install EV charging equipment. A certain percentage of parking spaces in developments that go through a Development Special Use Permit (DSUP) or Development Site Plan (DSP) process are required to have EV chargers or be EV-ready

I am installing a publicly accessible charger. How can potential users find it?

Consider registering publicly accessible charging stations with an online charging station locator, such as:

- **U.S Department of Energy's Alternative Fuels Data Center (AFDC) EV Charging Station Locator.** To submit a new publicly accessible station location, follow the instructions on this [form](#).
- **PlugShare.** Follow the instructions on [this website](#) to list your new station.

Are there any eligible certifications for installing EV chargers at my commercial property?

By installing chargers at your commercial property, you may be eligible to earn certification points towards a green building certification such as the US Green Building Council's Leadership in Energy and Environmental Design ([LEED](#)) or similar program, or compliance with the City's [Green Building Policy](#) for new building construction.

For more information on the permitting process, contact the City of Alexandria's Permit Center at permit.center@alexandriava.gov or 703- 746 -2000.