

MANHEIM TOWNSHIP ADMINISTRATIVE ORDER #2023-1

Electric Vehicle Charging Stations

1) Purpose:

The purpose of this Administrative Order is to outline the permit and inspection requirements for Commercial Electric Vehicle Supply Equipment (EVSE).

2) When Required:

- a. A building permit is to be obtained for the installation of Commercial Electric Vehicle Supply Equipment. If the proposed EVSE installation is to be implemented as part construction of a new building, the installation shall be applied for as part of the new construction building permit.
- b. Applicants installing new EVSE charging stations on existing parking lots/sites shall schedule a site inspection to evaluate site conditions prior to making application to determine the optimum charging station location(s). Call 717-569-6406, ext. 6 to schedule the Commercial Code Official for the inspection.
- c. An over-the-counter Electrical Permit is to be obtained for Residential EVSE installations.

3) Permit Requirements:

Submit the following for Building Permit review and approval:

- a. Completed and signed Building Permit Application (Note: Schedule a preliminary site inspection as noted above.)
- b. Completed Non-Residential Fee Worksheet (Charging station work is considered an "Alteration" for fee calculation purposes)
- c. Four (4) copies of a site plan identifying location of EV Parking Space(s), access aisle, location of EVSE equipment, location of pipe bollard(s) impact protection.
 - i. Concrete filled steel pipe bollards are to extend a minimum of 4 feet above finished grade and are to be set in a minimum 15" diameter x 24" deep concrete footing. Bolted baseplate bollards will be considered based on specific design and site conditions. Bollard designs are subject to plan review and approval.
- d. Two (2) copies of charging station manufacturer's specifications
 - i. EVSE listed by a nationally recognized testing laboratory (NRTL) such as UL, FM, ETL
 - ii. EVSE shall be installed in accordance with UL 2202 and/or UL 2594, both of which are standards for electrical vehicle charging equipment.
- e. Two (2) copies of electrical specifications for the proposed installation
 - i. Specify Level 1 (120 Volt), Level 2 (240 Volt) and/or Fast Charging (480 Volt)
 - ii. What amount of voltage and current is required for the specified EVSE
 - iii. Where is EVSE located in relation to service or supply circuit(s)
 - iv. What are the wiring methods and materials to be used for the supply circuit(s)

4) EV Parking Accessibility Requirements Applies to all Occupancy Groups Including Group R:

- a. 20% of all EVSE parking spaces, but not less than one (1) are to be fully accessible.
- b. The first (accessible) EVSE parking space is to be located on an accessible route and adjacent to the closest designated handicap parking space with shared access aisle with that handicap parking space. or with its own access aisle that is no less than 60" wide. (see diagram example)
- c. Accessible EVSE parking spaces shall be a minimum of 132" wide with a 60" wide access aisle or 96" wide with a 96" wide access aisle.

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- d. The accessible ESVE access aisle shall provide an unobstructed accessible route to the EV charging station.
- e. A 30" x 48" minimum clear floor space shall be positioned for either forward or parallel approach to the accessible EV charger controls, nozzle and/or screens. Pipe bollard protection is to be placed such that forward or parallel approach and use of EVSE controls is not affected.
- f. EVSE operable parts shall be located a maximum of 48" above the finished grade.

5) EV Non-accessible Parking Requirements:

- a. Non-accessible EVSE parking spaces shall be a minimum of 96" wide.
- b. Pipe bollard protection is to be placed such that the use of the ESVE controls is not affected. (See diagram example)

6) Bollard Protection Requirements:

- a. A 4" concrete filled pipe bollard(s) is to be installed to provide impact protection for the EVSE.
- b. Concrete filled steel pipe bollards are to extend a minimum of 4 feet above finished grade and are to be set in a minimum of a 15" diameter x 24" deep concrete footing. Bolted baseplate bollards will be considered based on specific design and site conditions. Bollard designs are subject to plan review and approval.

7) Signage Requirements for all EV Parking Spaces:

- a. Upright signage is to be installed at parking space(s) designated for EV Charging Stations. Signage is to be installed centered on the applicable spaces, the bottom of which is at least 60" above finished grade.

8) Free Standing EV Charging Station:

- a. EV charger post footers need to be inspected prior to placing concrete.
- b. EV posts are to be set in a minimum of a 15" diameter x 24" deep concrete footing.

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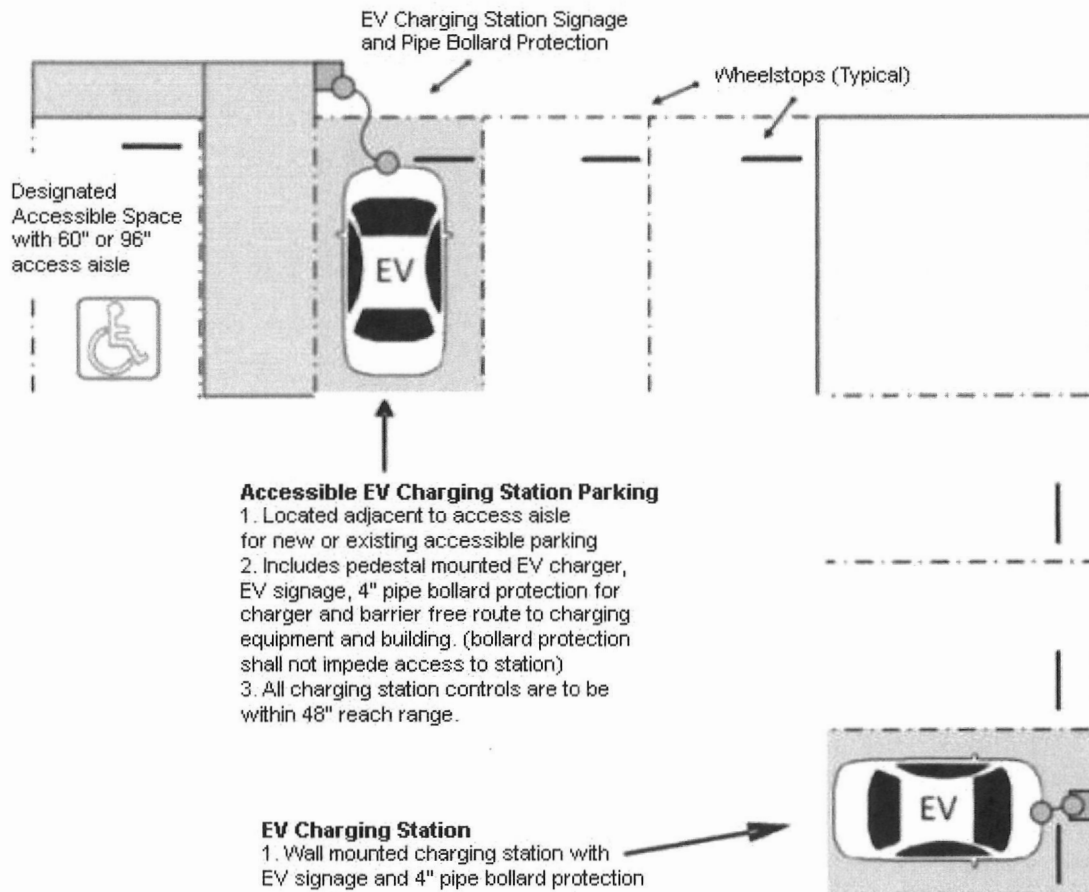
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9) Inspection Requirements:

The following items are subject to field inspection and approval upon completion of the EVSE installation:

- Electrical inspection approval needed for underground (if applicable) and final electrical installations. Commercial installations require third party electrical inspection approval.
- EV charger post footers need to be inspected prior to placing concrete.
- 4" concrete filled pipe bollard(s) will be verified. are to be installed to provide impact protection for the EVSE.
- Upright signage will be verified. to be installed at parking space(s) designated for EV Charging Stations. Signage is to be installed centered on the applicable spaces, the bottom of which is at least 60" above finished grade.

10) Example EVSE Commercial Parking Layout:



* This Administrative Order Replaces Administrative Order 2019-3

Issued By:


Tim Stoltzfus, Director of Code Compliance

Effective Date:

April 25, 2023