



Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
(908) 369-4313
www.hillsborough-nj.org

Electric Vehicle (EV) Charger Permitting and Inspection Process

All links are clickable and lead to the documents referred to.

All linked forms are also available in-person with each of the individual departments at the Hillsborough Township Municipal Building.

1. Planning & Zoning Department (for all permanent chargers)

a. Residential

- i. [Residential Zoning Permit Application](#) (an electric vehicle charger is designated as an “accessory structure” - fill out Attachment A, Section 2a)
- ii. One (1) copy of property survey to scale with proposed improvement(s) drawn on it
- iii. One (1) copy of the plans or specifications for the charger
- iv. Application fee: \$25 cash in the exact amount or by check (all checks made payable to “Hillsborough Township”)
- v. Flood Zone Certification fee: \$10 cash in the exact amount or by separate check OR Flood Zone Certification less than 7 years old for the property
- vi. [Impervious coverage calculation sheet](#)
- vii. *IF APPLICABLE, letter of approval from homeowners' association*

b. Non-Residential

- i. [Non-Residential Zoning Permit Application](#) (Attachment B, Sections 2 & 3 are for signs only)
- ii. Letter of approval from the property owner
- iii. One (1) copy of the plans or specifications for the charger
- iv. Application fee: \$25 (all checks made payable to “Hillsborough Township”)

c. Zoning Official (and Planning Director if applicable) has ten (10) days to review the application and will determine the approval or denial

2. Engineering Department

a. Informal review of the proposed plan by the Township Engineering Director is required for all **COMMERCIAL** properties (no permit necessary)

3. Building Department (for all wall-mounted and permanent chargers)

a. All codes and regulations for construction in New Jersey are set by the [New Jersey Department of Community Affairs \(DCA\) Division of Codes and Standards](#) and enforced by the Building Department.

- i. See the DCA's document [“Electric Vehicle Charging Stations - What You Need to Know”](#) for more information

b. Permit Application

- i. [Folder/Jacket](#)
- ii. [Electrical Subcode Technical Card](#)
 - 1. [See helpful video here](#) on how to fill out an electrical subcode card
 - 2. **All cards must be signed and sealed by a licensed electrician.**
 - 3. **NOTE: If printing out online, there must be THREE (3) copies, EACH signed and sealed.**
- iii. Two (2) copies of charger specifications
- iv. Two (2) copies of an Engineered one-line drawing (**MUST be signed and sealed by licensed electrician**)
- v. Two (2) copies of a load calculation (**must be signed and sealed by licensed electrician**)
 - 1. [See this helpful article](#) on how to calculate if your electric service has the capacity to add an electric charger
- vi. Two (2) copies of the cut sheets for the charging station
- vii. Permanent chargers (*those that are not wall-mounted*) require these ADDITIONAL documents
 - 1. Two (2) copies of your site plan (property survey)
 - 2. Two (2) copies of an Engineered plan showing details on footing/support, footing attachments, bollards, and handicap accessibility (**MUST be signed and sealed**)
- c. Fees
 - i. *All fees are determined by the type and cost of the work being performed and calculated after the permit has been reviewed*
 - ii. [Hillsborough Township Building Department Fee Schedule](#) (page 7)
- d. Inspections
 - i. Once a permit is paid for and issued, the work can be completed and inspections can be scheduled
 - ii. Schedule inspections by signing up for an SDL portal account on the Hillsborough Township website OR by filling out the [inspection request form](#) and emailing it to buildingdeptinspections@hillsborough-nj.org. You may also fill out the [online request form](#) on the Township's SDL Portal
 - iii. *Only a final Electrical inspection is needed to close out your permit*
- e. Closing out permits
 - i. Once a final Electrical inspection is passed, a sticker indicating your approval will be given

For questions or more information, contact the departments via the information below:

Building Department
908-369-5882

Engineering Department
908-369-4460

Planning & Zoning Department

908-369-8382