



COMMERCIAL ELECTRIC VEHICLE CHARGER CHECKLIST

Design Criteria Requirements
(2023 NEC & 2021 IBC)

Any commercial development proposing new or expanded parking lots is required to comply with [section 15-33](#) of the Broomfield Municipal Code (BMC). Compliance is verified through the review of a Building Permit (link to application provided below). The application will need to demonstrate compliance as generally outlined below.

Submittal Documents:

A single site plan is required for all the Building, Planning, and Traffic Engineering Reviews. The site plan shall show the location of the entire parking area. Identify the EV parking spaces on the site plan, including accessible space(s), and the remaining standard spaces. Per the 2021 IBC section 1107, 5% of the EV spaces must be accessible with dimensions.

Building Division Review General

- Completed [Permit Application](#) with all contractors listed and a breakdown of General and Electric values. Brief description of the scope of work.
- Site plan of the entire parking area showing the location of the EV spaces & dimensions of accessible space or spaces.
- Provide the specifications for the EV charging pedestals.
- Provide stamped electrical plans.



Planning Division Review

- Planning Division sign-off is required before the permit can be issued by the Building Division. Please note that certain properties, such as those zoned PUD, may have a prior approved site development plan (SDP) that may need to be approved for modification prior to the issuance of a permit. The applicant may request a copy of the most recent approved site plan for the property, if available, by emailing planning@broomfield.org. You will need to provide the property address and specifically request the site plan for the purposes of addressing EV parking within the site.

Note, Broomfield anticipates site plans approved prior to January 1, 2025, will not be compliant with the EV charging code that took effect on January 1, 2025. Therefore, modification of the plan will be required to demonstrate compliance with current regulations.

- Once a site plan is generated and/or updated by the applicant, the Planning Division will review the plan for conformance with:
 - Applicable requirements which may include:
 - Title 17-32 of the BMC which establishes off-street parking requirements. Note, an updated [Off-Street Parking and Bicycle Code Update \(Ord 2268\)](#) took effect on May 25, 2025. Please use this link to the updated code until the online code is updated.
 - A prior approved PUD Plan (custom zoning for the site).
 - Required landscaping and/or landscape changes - and/or checklists, refer to Broomfield's [Landscape Code](#), [Landscape Reference Manual](#), and [Tree Preservation Code](#)
 - If the proposed parking represents a change to an existing site and/or an approved site development plan, a table should be included that summarizes the existing condition versus the proposed new parking.
 - Site Plan modification requirements for the subject property:
 - If the proposed site modifications are deemed minor in scope (less than a 10% change), the applicant will need to submit an [administrative modification application](#) to the Planning Division to modify the site plan. Typical review and approval of a complete application is 2-4 weeks.
 - If the proposed site modifications are deemed significant (exceed a 10% change), the applicant will need to submit an application to



COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

One DesCombes Dr • Broomfield, CO 80020 • Office 303.438.6370 • Fax 303.438.6207 • buildingpermits@broomfield.org

the Planning Division for a site development plan or PUD amendment. A [Pre-Application Meeting](#) is highly recommended with the Planning Division for this application process. This application will likely require several months to process, culminating in a final decision at a public hearing.

Please contact planning@broomfield.org with any questions related to the Planning Division Review.

Traffic Engineering General

- Traffic Engineering review and sign-off are required before the permit can be issued by the Building Division.
- Traffic Engineering reviews the traffic signage.

Inspections:

Electrical inspections are performed by the Building Division as follows:

1. Electric underground. An underground electrical inspection may be required.
2. Electric Final - A final electrical inspection is always required.