

Permitting & Site Preparation SOP (v1.0)

Objective: To standardize the site readiness process for EV charger installation — ensuring all necessary utility, landlord, and regulatory permits are secured before commissioning begins.

Outcome: A “Ready for Installation” site with approved permits, validated grid capacity, and completed civil works.



Overview

Item	Description
Purpose	Define the step-by-step procedure for obtaining required permits, preparing sites, and validating readiness for charger installation.
Scope	Applies to all warehouse, depot, and terminal locations installing EV charging infrastructure.
Owner	Infrastructure Lead / Site Project Manager
Dependencies	2.1 Site Readiness, 2.2 Procurement, and 3.1 Infrastructure Commissioning

Field	Example
Version	1.1
Owner	Global Infrastructure Lead
Review Cycle	Annual or post-project
Next Review Date	Q4 2026

Workflow

Step 1. Confirm Site Ownership & Key Contacts	Step 2. Validate Electrical Capacity & Utility Connection	Step 3. Perform Site Layout & Safety Review	Step 4. Apply for Permits	Step 5. Track Permit Review & Closure	Step 6. Execute Civil & Electrical Works
➤ Confirm physical site boundary, landlord ownership, and utility provider. Identify key contacts (landlord, CPO, grid operator, permitting office).	➤ Confirm available kVA/kW, connection type (LV/MV), and utility process for capacity increase if needed.	➤ Map charger placement, trenching, safety clearances, and accessibility zones (truck, MHE, cars).	➤ Secure required documentation: ➤ Electrical installation permit ➤ Construction/trenching permit ➤ Landlord consent ➤ Environmental/HSE clearance	➤ Track permit progress; coordinate with utilities and contractors to close gaps.	➤ Execute civil and electrical works: trenching, conduit installation, protective bollards, signage.
Responsible	Responsible	Responsible	Responsible	Responsible	Responsible
➤ Site Lead / Facility Manager	➤ Utility Operator / Engineering	➤ Project Engineer / OEM	➤ Site Lead / General Contractor	➤ Project Manager / Local Authority	➤ Contractor / Facilities
Output/ Evidence	Output/ Evidence	Output/ Evidence	Output/ Evidence	Output/ Evidence	Output/ Evidence
➤ Stakeholder register	➤ Grid readiness checklist	➤ Site layout drawing (preliminary)	➤ Submitted permit package	➤ Permit approval letters	➤ Completion report / as-built drawings
Typical lead time	Typical lead time	Typical lead time	Typical lead time	Typical lead time	Typical lead time
➤ 1 week	➤ 2-4 weeks	➤ 2 weeks	➤ 4-12 weeks	➤ 2-8 weeks	➤ 2-6 weeks

Examples:

- EU: Building permit, DSO grid upgrade approval, environmental compliance notice.
- US: AHJ electrical permit, trenching/construction permit, fire marshal sign-off.
- APAC: Landlord consent, energy bureau approval, local council excavation permit.

Common risks and mitigations

⊘ Permit delays due to incomplete submissions

Mitigation: Use standardized permit templates; submit all documents in one package..

⊘ Grid upgrade dependencies delay installation

Mitigation: Engage utility early (Step 2); request temporary load or phase installation.

⊘ Landlord not aligned on charger placement

Mitigation: Include site owner in Step 1 boundary review; share layout for approval.

⊘ Civil works conflict with site ops

Mitigation: Coordinate trenching during off-peak hours; use temporary barriers and phased work.

⊘ Documentation gaps at inspection

Mitigation: Store all permits, drawings, and safety certifications in central SharePoint folder.

Go/No-Go Checklist

Checkpoint	Status
All permits approved (documented)	☐
Utility confirmation of load availability	☐
Civil and trenching works completed	☐
Charger foundations and conduits installed	☐
Safety barriers and signage installed	☐
As-built drawings submitted	☐
HSE inspection passed	☐
“Ready for Installation” sign-off	☐



Approval Matrix

Permit Type	Responsible Party	Sign-Off Authority	Local Variations
Electrical Permit	Contractor → Site Lead	Utility / Grid Operator	Country-specific
Construction / Trenching	Contractor	Local Municipality	
Environmental / HSE	HSE Lead	Local Environmental Authority	
Landlord Consent	Project Manager	Landlord / Real Estate	
Operational Safety	Site Manager	HSE & Ops	