Express 250 Construction Signoff Form

Submit this form and required photos to installdispatch@chargepoint.com. Review datasheets, site design, and installation guides defining ChargePoint specifications at: chargepoint.com/guides.

IMPORTANT: All installations must comply with local and regional code. ChargePoint provides concrete pad guidance in the Express 250 Site Design Guide that is applicable for most sites; however, pad sizes may vary. Ensure site drawings have been completed and approved by a structural engineer for this site.

Customer Information	
Customer name	
Customer contact name	
Customer contact phone	
Customer contact email	

Site Information	
Street and number	
City	
State	
Country	
Zip code	
Number of stations to be installed	
Number of paired stations to be installed (if applicable)	
Expected start of construction works	
Expected installation and commissioning date	

Site Contractor Information	
Contractor type	☐ ChargePoint designated
	☐ Customer designated

Site Contractor Information	
Contractor company name	
Contractor site lead name	
Contractor site lead phone	
Contractor site lead email	

Installer Information	
Installer type	☐ ChargePoint designated
	☐ Customer designated
Installation company name	
Installer contact name	
Installer contact phone	
Installer contact email	

Note: If the station installer arrives to install the charging station and finds these items incomplete, you will incur a separate re-dispatch fee.

Take the following photos for each location throughout the site construction process.

Required Pictures	
☐	1. All trenching completed and conduit/ducting laid in place.
☐	2. The Concrete Mounting Template (CMT) in place with anchor bolts and conduit stub-ups correctly inserted, and the CMT held at the proper height to prevent movement during the concrete pour.
☐	3. Completed concrete pad showing anchor bolts and conduit stub-ups in place.
☐	4. **Paired only:** Conduit stub-ups (or provision for armored cable) in place for DC conductors and Ethernet.
☐	5. Overall space around the concrete pad, showing all service clearances are available.
☐	6. The electrical panel's specification label, to show total panel capacity.
☐	7. The open electrical panel with the dead front panel removed, showing terminations.
☐	8. The open electrical panel with the dead front panel on, showing breaker amperage ratings and labels for Express 250 connections.
☐	9. **Paired only:** The front of each AC disconnect (if applicable by region).
☐	10. Charging station sites are positioned so that each station is centered on a parking space (unless curbside), with the front of the station facing the vehicle.

Civil Work

☐	1. The concrete pad was designed and approved by a structural engineer for this specific site, or supports these specifications: • At least 305 mm (12 in) deep (or deep enough to be 305 mm (12 in) below the frost line) • At least 1296 mm (51 in) on each side • Contains #4 rebar or larger, top and bottom, 305 mm (12 in) on center • Concrete 2500 PSI minimum
☐	2. Walls, fences, or slopes do not prevent water from draining from the pad.
☐	3. The concrete mounting template (CMT) is installed in the concrete pad, 50.8 mm (2 in) below the concrete surface, with anchor bolts in place in the CMT.
☐	4. The AC conduit (max 50.8 mm/ 2 in trade size) and shunt trip conduit (max 19.1 mm/ ¾ in size) are positioned correctly in the CMT and cut down to 76.2 mm (3 in) above grade.
☐	5. **Paired only:** The DC conduit (max 76.2 mm/ 3 in trade size) and Ethernet conduit (max 19.1 mm/ ¾ in size) are positioned correctly in the CMT and cut down to 76.2 mm (3 in) above grade.
☐	6. The service clearance of open space (not necessarily at system grade) extends a minimum of 610 mm (24 in) beyond the station in front, 1276 mm (50 in) total front to back, 2156 mm (84.8 in) side to side centered on the station, and 305 mm (12 in) above the station.
☐	7. The front of the station has 352 mm (14 in) of space at grade from the front right anchor, extending 1700 mm (67 in) to the left, without any permanent obstructions (bollards, wheel stops, etc).
☐	8. Charging station sites are positioned so that each station is centered on a parking space (unless curbside), with the front of the station facing the vehicle.
☐	9. The charging station is at least 305 mm (12 in) from any wall as its rear clearance. Stations positioned back to back are no closer than 610 mm (24 in) shared clearance.
☐	10. All signage, parking spot striping, and “EV” markings are completed per site drawings and local code.

Electrical Work

☐	1. A correctly rated, dedicated breaker is installed for each Power Block, per this table:

Nominal Voltage	Max AC Current	Breaker Size
400 V (EU)	96 A	125 A
480 V (NA)	80 A	100 A (125% continuous load required for N. America)

☐	2. The transformer nameplate shows that wiring is Wye (Y) connected, 3-phase with bonded neutral plus Ground, minimum K factor 4. **Note:** Delta (floating or grounded) configuration is not supported.
☐	3. Breakers have shunt trip capability to each Power Block if the site drawing calls for shunt trip wiring.

Electrical Work

☐ 4. All electrical infrastructure has been completed per local codes and ChargePoint specifications for 3-phase power plus ground, with properly sized copper as defined in the Site Design Guide. (Do not install Neutral.)

Conductor	Conductor Rating	# of Poles	Insulation Type	Temp Rating
AC input	North America: 260 A, 480 VAC Europe: 315 A, 400 VAC	3 + PE	THHN/THWN	90°C
HVDC output	200-500 A, 600/1000 VDC	2 + PE	XHHW-2	90°C
48 VDC	600 VDC	2	THHN/THWN	90°C

Record the AC conductor size, voltage rating, and insulation type: _____
Record the DC conductor size, voltage rating, and insulation type: _____
Record the 48 VDC conductor size, voltage rating, and insulation type: _____

☐ 5. Outdoor rated Ethernet Cat6 STP cable, without terminations, is pulled between the two stations with 2 m (6 ft) of service loop at each end.

☐ 6. Wi-Fi and cellular signal strength meet requirements per the station's Site Design Guide.

Site Comments

I, _____ hereby certify that the scope of work in this form has been correctly completed.

Signature	Date

chargepoint.com/support