

Construction Signoff Form

This form ensures the site for your ChargePoint EV charging stations has been prepared as specified, by you or by your chosen contractor, before installing your charging stations. Submit this completed form and the required photos to installdispatch@chargepoint.com. Detailed datasheets, site design guides, and installation guides defining ChargePoint specifications are online at: chargepoint.com/guides.

IMPORTANT: All installations must comply with local and regional code. ChargePoint provides concrete pad guidance applicable for most sites in the Site Design Guide; however, pad sizes for a given site might be smaller or larger due to site conditions. Ensure site drawings have been completed and approved by a structural engineer for this site.

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

Site Information	Contractor Information
Site address:	Company name:
	Site lead name:
Number of stations to be installed:	Site lead job title:
Contact name:	Site lead email:
Contact phone:	Site lead phone:
Contact email:	Date work began:

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.

Required Pictures

	8. The open electrical panel with the dead front panel on, showing breaker amperage ratings and labels for Express 280 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: <ul style="list-style-type: none"> 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 or 2 inch trade size) and shunt trip conduit (max 19.1 mm or 3/4 inch 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 or 3 inch trade size) and Ethernet conduit (max 19.1 mm or 3/4 inch 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 to these minimum requirements: <ul style="list-style-type: none"> Front Clearance: 609.6 mm (24 in) Side Clearance: 711.2 mm (28 in) Rear Clearance: 304.8 mm (12 in) Top Clearance: 26 mm (1 in) from top of the Cable Management Kit (CMK)
	7. The front of the station has 609.6 mm (24 in) of space at grade from the station exterior, without any permanent obstructions (bollards, wheel stops, etc.).
	8. If needed, bollards are placed following these measurements: station side to bollard edge: 257 mm (10.1 in), front anchor bolt to bollard edge: 104 mm (4.1 in).

Electrical Work

	<p>1. A correctly rated, dedicated breaker is installed for each station, per this table:</p> <table><tr><th>Nominal Voltage</th><th>Max AC Current</th><th>Breaker Size</th></tr><tr><td>480 V</td><td>100 A</td><td>125 A (125% continuous load required for N. America)</td></tr></table>	Nominal Voltage	Max AC Current	Breaker Size	480 V	100 A	125 A (125% continuous load required for N. America)
Nominal Voltage	Max AC Current	Breaker Size					
480 V	100 A	125 A (125% continuous load required for N. America)					
	<p>2. The transformer nameplate shows that wiring is Wye (Y) connected, 3-phase with bonded neutral plus Ground, minimum K factor 4.</p> <p>Note: Delta (floating or grounded) configuration is not supported.</p>						
	<p>3. Breakers have shunt trip capability if the site drawing calls for shunt trip wiring.</p>						

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.)

Voltage Rating	Temperature Rating	Maximum Conductor Size for Terminals
600 V	90°C	1/0 cable (AC phase), 6 AWG (ground)

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

- 5. Paired only:** All four DC copper conductors are installed between stations as follows:

Voltage Rating	Temperature Rating	Maximum Conductor Size for Terminals	Insulation Type
1000 V	90°C	300 kcmil, x1 per pole (high voltage DC)	XHHW-2

Record the size, voltage rating, and insulation type for the DC conductors: _____

- 6. Paired only:** 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.

- 7.** 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



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