



Construction Permit Submittal Requirements for Electric Vehicle Charging Stations (EVCS)

The following documentation is *required* to be submitted with each construction permit application unless it is verified by staff as not applicable. If any information is missing, the application *will be returned as incomplete* until all required materials are included with the submittal. If you have questions or want to verify the number of plan sets required, please call 805-781-5600 and ask for a Land Use Technician.

Application Package must include:

- Construction Permit Application Form.
- Title/Cover Sheet w/ Vicinity Map
- Site Plan and/or Enlarged Site Plan
- Attachment Details or Structural Plans/Calcs
- Warning Labels and Locations
- Supporting Documentation: Manufacture’s Specifications, Charts and/or Manuals
- Landscape Project Information

Required plans for the application:

Residential and Commercial:

1. Electronic Submittal

- a. One file with all plan sheets listed below
- b. One file with all supporting documentation

2. Paper Submittal (Minimum 11” x 17”)

- a. Two copies of all plan sheets listed below
- b. Two copies of all supporting documentation

PLAN CONTENT DETAILS

The following is a list of extended project information expected on your plans.

All Plans Shall Be Drawn to Scale

COVER SHEET:

- Project location, Street Address & APN
- Owner’s Name and Contact information
- Scope of work: Intent of use:
 - Residential
 - Commercial (public or private)
- Determine number of vehicles charging and connectors per charging station.
- EV Charging Level:
 - AC Level 1: 120-Volt typ. at 16A,
 - AC Level 2: 208/240-Volt typ. at 40A,
 - DC Level 3 or DC Fast Charging: 480-Volt up to 900-Volts, typ. at 80A
- EV Equipment type: Bollard, Pole-Mount, Wall-Mount, Ceiling-Mount, etc.
- Sheet Index w/ Date on each sheet

FLOOR PLAN: If req. minimum Scale 1/8” = 1’-0”

- If installed in Garage or inside any other building. Show location w/ dimensions.
- Verify Cord length reaches vehicle charging inlet w/o excessive slack (within 25 feet)

SITE PLAN: Minimum Scale 1/8” = 1’-0”

- Property Boundaries w/ dimensions
- Fronting Streets, Scale, North Arrow
- Property location and boundaries of all existing buildings or other existing structures above 120 sf. Provide permit numbers & use/occupancy.
- Driveway and/or access to EVSE.
- Location of any existing setbacks, easements
- Clearance from existing structures, property lines, fences/retaining walls, sidewalks/curbs, etc.
- Address Accessibility (if applicable)

FOUNDATION PLAN: For all Floor Mount EVCS

- Footing Size w/ dimensions
- Footing Reinforcement
- Anchor Bolt and Hold-down Placement
- Slab Details
- Special Soil Concerns
- Protection Type: from vehicular impact NEC110.27 Wheel Stop, Pipe Bollard or other Retrofit Bollard
 - Provide anchoring details for the protection type being utilized.

Electric Vehicle Charging Stations (EVCS)

ELECTRICAL PLANS:

- Electric Service Size and Location
- Panel Schedules
- Single Line Diagram:
Provide type of circuit breaker panel board intended for the installation.
- For EVSE greater than 60A, a Separate disconnect is required NEC 625.23

SUPPORTING DOCUMENTATION:

- Manufacture’s Specifications, Charts and/or Manuals for all devices proposed
- Attachment Details: Plans and/or calculations

COMMERCIAL GUIDELINES:

- EV capable spaces shall be provided in accordance with table 5.106.3.1

EV READINESS TYPES



Provide electrical panel space, conduit (no wire), and a termination box for a future 208/240-volt, 40A cuicuit.

Provide a space that is fully wired and ready for the installation of a 208/240-volt, 40A receptacle, or charge station.

Provide a level 2 EVSE chargers. These should be stand-alone charges in common-use parking areas.

See chart below for minimum number of EVCS required

TABLE 5.106.5.3.1

TOTAL NUMBER OF PARKING SPACES	NUMBER OF REQUIRED EV CAPABLE SPACES	NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WIYH EVSE) ²
0–9	0	0
10–25	4	0
26–50	8	2
51–75	13	3
76–100	17	4
101–150	25	6
151–200	35	9
201 and over	20 percent of total ¹	25 percent of EV capable spaces ¹

1. Calculation for spaces shall be rounded up to the nearest whole number.

2.The number of required EVCS (EV capable spaces provided with EVSE) in Column 3 count toward the total number of required EV capable spaces shown in Column 2.

Electric Vehicle Charging Stations (EVCS)

ACCESSIBILITY:

- Where EVCS are provided for public use or common use, accessible EVCS shall be provided for each combination of charging level and EV connector type integral to the EV charger.
- EVCS are not considered parking spaces by the code. The required accessible parking spaces shall not double as required EVCS or vice versa. See CBC Section 11B-208.1 & 11B-228.1

Accessible route:

- Provide an accessible route to the facility entrance (see CBC Section 11B-812.5.1)
- Provide an accessible route from the vehicle space to the EVSE (see CBC Section 11B-812.5.2)
- Provide informative Signage and/or Pavement Markings

Exception:

- EVCS not available to the general public and intended for use by a designated vehicle or driver shall not be required to provide accessible EVCS.
- Examples include, but are not limited to, EVCS serving public or private fleet vehicles and EVCS assigned to employee. (11B-228.3.2, Exemption 1)

Note: Where an EV charger can simultaneously charge more than one vehicle, the number of EV chargers provided shall be considered equivalent to the number of electric vehicles that can be simultaneously charged. (11B-228.3.2)

See chart below for minimum number of Accessible EVCS requirement

Electric Vehicle Charging Stations for Public Use and Common Use

Total Number of EVCS at a Facility ¹	Minimum Number (by type) of Accessible EVCS Required		
	Van Accessible	Standard Accessible	Ambulatory
1 to 4	1	0	0
5 to 25	1	1	0
26 to 50	1	1	1
51 to 75	1	2	2
76 to 100	1	3	3
101 and over	1, plus 1 for each 300, or fraction thereof, over 100	3, plus 1 for each 60, or fraction thereof, over 100	3, plus 1 for each 50, or fraction thereof, over 100

1. Where an EV charger can simultaneously charge more than one vehicle, the number of EVCS provided shall be considered equivalent to the number of electric vehicles that can be simultaneously charged.