

Expedited Permitting Process for Electric Vehicle Charging Stations

Purpose: This document provides all of the needed links to forms and checklists necessary to utilize Dunsmuir's Expedited Permitting Process for Electric Vehicle Charging Stations (EVCS). This process provides an expedited and streamlined permitting process for qualifying EVCS systems. Once all of the documentation is correctly and fully completed and submitted, a permit will be processed and approved for issuance in a timely manner (usually 3 to 5 business days).

Instructions:

- Step 1** Download, review and complete the Dunsmuir Electric Vehicle Charging Stations (EVCS) Checklist below. Submit all information requested on the checklist.
- Step 2** Fully complete and sign a [Building Permit Application](#) form.
- Step 3** Complete and sign the [Smoke Alarm & Carbon Monoxide Alarm Declaration](#) form (if applicable).
- Step 4** Submit all of the required documentation (Step 1 through Step 3) to the City of Dunsmuir. The Building Department will notify you when the documents have been reviewed and approved and the permit is ready to be issued.

Submittal Requirements Checklist for Permitting of Electric Vehicle Charging Stations (EVCS)

This checklist is provided to guide applicants through a streamlined permitting process for Electric Vehicle Charging Stations (EVCS).

1. Approval Requirements

- A. The Building Department will conduct the plan review and inspection for EVCS installations.
- B. Planning Department plan review approval is not required for EVCS installations unless the Building Official determines that the proposed EVCS will have a specific, adverse impact upon the public health or safety.
- C. Fire Department plan review and inspection approval is not required for EVCS installations unless the system includes a stationary storage battery system as defined in the CA Fire Code.

2. Submittal Information

- A. All forms and checklists described herein are available on the City of Dunsmuir Building Department webpage located at www.ci.dunsmuir.ca.us/building-department.
- B. A [Building Permit Application](#) (available at City Hall or on Building Department webpage) is required for all EVCS installations.
- C. One copy of this checklist must be completed and submitted to the Building Inspector along with the Building Permit application. Please provide an explanation for any checklist item not completed or met.
- D. Provide three (3) sets of plans for the proposed EVCS (11" x 17" plan size; 1/8" = 1'-0" minimum scale, 9 pt. Arial or equal font size or 1/8" minimum neatly hand printed lettering). Plan submittals shall include, but not be limited to the following:
 - 1. A Title Page
 - 2. A Site Plan **[Not required for Level One or Level Two EVCS equipment installed within an existing one- or two-family residential structure (e.g., garage or carport).]**
 - 3. An Electrical Floor Plan **[Not required for exterior EVCS equipment installations.]**
 - 4. A Single-Line Electrical Diagram **[Not required for Level 1 charging station Load Calculations.]**

3. General Requirements for EVCS to be Shown and Noted on Plans

Use the following checklist items for preparation and submittal of your plans. The level of detail and the specific plan requirements will depend upon the extent, nature and complexity of the work to be done. All applicable checklist items must be noted or specified on the plans. Indicate the plan sheet number where the applicable requirement is shown or specified.

4. Type of EVCS (please check one)

Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)
	Level 1	110/120 VAC at 15 or 20 Amps
	Level 2 - 3.3 kW (low)	208/240 VAC at 20 or 30 Amps
	Level 2 - 6.6 kW (medium)	208/240 VAC at 40 Amps
	Level 2 - 9.6 kW (high)	208/240 VAC at 50 Amps
	Level 2 - 19.2 kW (highest)	208/240 VAC at 100 Amps
	DC Fast Charging	440 or 480 VAC
	Other (Specify and provide details):	

5. Submittal Requirements Checklist for EVCS

PERMIT APPLICATION REQUIREMENTS		
Yes	No	1. Is the permit application complete with the following information: <ul style="list-style-type: none"> • Project address and parcel number; • Owner name, address, and phone number; • Contractor name, address, phone number, and contractor's license number; and • Other information requested on the permit application form?
Yes	No	2. Is an electrical load calculation included with the permit application? (CEC ¹ 220)
Yes	No	3. Based on the required load calculation ² , is an electrical service panel upgrade required?
Yes	No	If yes, do plans show and specify the electrical service panel upgrade?
	N/A ³	
Yes	No	4. Is the EVCS branch circuit conductor appropriately sized for a continuous load of 125% of the EVCS equipment plus any other non-continuous loads per CEC 210.19?

PLANS		GENERAL
Yes	No	<p>5. Do the drawings meet the following standards?</p> <ul style="list-style-type: none"> • Drawn to scale. • Paper not less than 11" by 17" (24" x 36" preferred). • Landscape orientation. • Text printed in not less than 9-point Arial font or font of equal size or 1/8" minimum neatly hand printed lettering.
Yes	No	<p>6. Do the plans include a Title Page that includes at least the following property information?</p> <ul style="list-style-type: none"> • Property address. • Name, address, and phone number of the property owner. • Name, address, phone number, and license number of the person responsible for the EVCS system design. • Codes applicable to the project. • Occupancy and use of the facilities. • Narrative description and scope of the proposed work.
Yes	No N/A	<p>7. Is a Site Plan included with the permit application that includes the following information? <i>[Not required for Level One or Level Two EVCS equipment installed within an existing one- or two-family residential structure (e.g., garage or carport).]</i></p> <ul style="list-style-type: none"> • Location and name of structure(s) on the site. • Property lines, streets, lot dimensions, north arrow, and distance from property lines to structures and the proposed EVCS equipment. • Dimensioned parking improvements, driveways, etc. • EVCS equipment, main electric service panel, disconnects, and overcurrent protection locations. • Underground conduit locations and routing. • Location of additional meter, if applicable. • All site-related accessibility requirements prescribed by CA Building Code (CBC). • Sections 11B-228 and 11B-812 are shown and fully specified. <i>[Applicable only to commercial facilities, public and common use areas, public accommodations, and public housing as defined in the CA Building Code.]</i> • Detailed and specific site of all related proposed work. <i>[See additional requirements below.]</i>

<p>Yes No N/A</p>	<p>8. Is an Electrical Floor Plan included with the permit application that includes the following information? <i>[Not required for exterior installations.]</i></p> <ul style="list-style-type: none"> • Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed. • All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan. • All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <i>[Applicable only to commercial facilities, public and common use areas, public accommodations, and public housing as defined in the CA Building Code.]</i> • Detailed and specific plan of all related proposed work. <i>[See additional requirements below.]</i>
<p>Yes No N/A</p>	<p>9. Is a Single-Line Electrical Diagram included with the permit application that includes the following information? <i>[Not required for Level 1 charging station installations.]</i></p> <ul style="list-style-type: none"> • List and label all EVCS supply equipment. • Conductor and conduit size, type, and location. • Size of the over current device (circuit breaker) supplying the EVCS. • The size and location of the main electric panel, distribution panels (sub panels), overcurrent protection, disconnects, additional meters, and EVCS equipment. • The type (level), voltage, and ampacity for each charging station. • All equipment labeling requirements per CEC 625.15.
<p>Yes No</p>	<p>10. Are two (2) sets of the EVCS Manufacturer Installation Details and Specifications included with the permit application?</p>
<p>Yes No N/A</p>	<p>11. Are two (2) copies of Electrical Service Load Calculations provided for sizing of the electrical service panel pursuant to CA Electrical Code (CEC) Article 220? <i>[NOTE: Make sure to include 125% of the EV charging station load in the calculation.]</i></p>
<p>Yes No N/A</p>	<p>12. If the EVCS equipment is listed for charging electric vehicles that require ventilation for indoor charging, is a Mechanical Plan showing and specifying all of the ventilation requirements prescribed by CEC 625.52 included with the permit application?</p>
<p>Yes No</p>	<p>13. Is the project site located outside of a 100-year flood hazard zone? <i>[NOTE: If the charging equipment is located within a 100-year flood hazard zone, the EVCS equipment shall be elevated above the base flood elevation. The base flood elevation must be determined and an elevation certificate submitted by a registered civil engineer or licensed land surveyor.]</i></p>

PLANS	2016 CALIFORNIA ELECTRICAL CODE - MINIMUM PLAN REQUIREMENTS
Yes No Sheet # _____	14. Do the plans indicate that the installation shall meet all requirements of the 2016 California Electrical Code - Article 625 for Electric Vehicle Charging Systems?
Yes No Sheet # _____	15. Do the plans identify the amperage and location of the existing (or new) electrical service panel, and is the service panel sized in accordance with the electrical service load calculations? (CEC 220)
Yes No Sheet # _____	16. Do the plans indicate the size of the service entrance conductors?
Yes No Sheet # _____	17. Do the plans indicate that the charging equipment shall have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)
Yes No Sheet # _____	18. Does the single-line electrical diagram show and specify the required overcurrent protection for the proposed EVCS?
Yes No Sheet # _____	19. Are conduit and conductor size and type specified, and are the routes and requirements for their installation (e.g., within framing, mounted to structures, underground, etc.) shown?
Yes No Sheet # _____	20. Do the plans specify that the electric vehicle charging system shall be installed in accordance with manufacturer's installation instructions and shall be suitable for the environment (indoor/outdoor) in which they will be installed?
Yes No Sheet # _____	21. Do the plans specify where the labeling of the EVCS equipment (i.e., "FOR USE WITH ELECTRIC VEHICLES", "VENTILATION NOT REQUIRED", "VENTILATION REQUIRED", etc.) is required? (CEC 625.15)
Yes No N/A	22. If a dedicated electrical meter is to be installed for the electric vehicle charging system, is an approval letter from Pacific Power being provided to the Building Department? [NOTE: If a single mast will continue to be used to serve two meters, ensure that the service entrance conductors are sized for the sum of the two meters, in accordance with CEC Article 310.]
Yes No N/A Sheet # _____	23. If the EV charging equipment is rated more than 60 amps or more than 150V to ground, do the plans specify that the disconnecting means shall be lockable open and shall be provided in a readily accessible location? (CEC 625.42)
Yes No Sheet # _____	24. Do the plans specify that the EVCS equipment disconnecting means shall be identified with a durable label stating, "Emergency Power Off – Electric Vehicle Charging Station"? (CEC 110.21)
Yes No Sheet # _____	25. Do the plans specify that the main service conductors and the equipment for the protection of electrical service (e.g., disconnecting means, overcurrent protection, etc.) will be installed in accordance with CEC Article 230?

Yes No N/A Sheet # _____	26. If trenching is required, is a trenching detail provided on the plans showing compliance with the minimum cover requirements pursuant to CEC 300.5? [NOTE: trenching for electrical feeders from structure to structure must comply with CEC 225.]
Yes No N/A Sheet # _____	27. Is physical protection, such as a bollard, shown and detailed on the plans when vehicle impact protection for EVCS equipment is required? (CEC 110.27 (B) [NOTE: Typically not required for Level 1 EVCS. Physical protection from damage is often a 4" diameter steel pipe filled with concrete, a minimum of 40" above the finished floor/grade, installed in a footing measuring 12" in diameter and 3' deep.]
Yes No Sheet # _____	28. Do the plans show and specify the mounting height for the charging coupling (the connector nozzle) and the operable controls? [NOTE: If installed indoors, the electric vehicle charging coupling shall be located between 18" and 48" above the finished floor. If installed outdoors, the electric vehicle charging coupling shall be located between 24" and 48" above the finished grade. (CEC 625.50 and CBC 11B-309)]
Yes No N/A Sheet # _____	29. If the EVCS is installed within in a building containing an R (residential) occupancy, do the plans show and specify the location for all required smoke and carbon monoxide alarms within the dwelling(s)? (CBC 907.2.11, CBC 915, CRC R314 and CRC R315) [NOTE: In lieu of showing and specifying the location for all required smoke and carbon monoxide alarms within the dwelling(s), a Smoke & Carbon Monoxide Alarm Self Verification form, available on the Building Department webpage, may be completed, signed, and submitted with the application.]
PLANS	2016 CALGREEN REQUIREMENTS
Yes No N/A	30. Does the number of proposed electric vehicle charging spaces conform to the Tier 1 requirements of California Green Building Code (CGBC)? (CGBC A4.106.8.2 and A5.106.5.3) [Only applies to newly constructed multifamily residential and newly constructed nonresidential projects.]

¹ CEC means the 2016 California Electrical Code

² Load Calculation: The size of the existing service MUST be equal to or larger than the minimum required size of main service breaker as determined by the load calculations required by CEC article 220. If the existing service panel is smaller than the minimum required size of existing electrical services, then a new upgraded electrical service panel must be installed in order to handle the added electrical load from the proposed EVCS.

³ N/A means Not Applicable to the project.