



# New Commercial Electric Vehicle Charging Station (EVCS) Plan Submittal Checklist

## Purpose

This handout summarizes the requirements for a complete plan review submittal for new commercial EVCS installations.

## Additional Agency Approvals

### Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

## Plan Submittal for Construction

### Quantity

Complete plans and documents can be submitted directly to the Building Division counter or by email to [dsbuilding@buttecounty.net](mailto:dsbuilding@buttecounty.net).

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans. At least two sets must be stamped and signed by the CA Register Licensed Professional, Engineer or Architect.
- Three (3) existing and proposed site plan including location of existing and proposed EVCS, panelboard, and service equipment.
- Indicate levels of EV charging; level 1, level 2, and level 3.
- Three (3) accessibility features associated with the proposed EVCS meeting the requirements of the California Building Code in affect at the time of building permit application submittal date.
- Two (2) EVCS manufacturers cut sheets.
- Three (3) existing and proposed floor plan (when EVCS is proposed inside a structure).
- Three (3) electrical single line diagram showing existing and added electrical loads with calculations. (Calculated load of chargers is considered continuous loads. Overcurrent protection device

shall have a rating of not less than 125% of the minimum load.

- Two (2) structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Two (2) Special Inspection & Testing Agreement forms completed and signed (as applicable).
- Complete permit application.
- Plan check fees payment.
- The County may impose additional submittal requirements based upon site specific circumstances.

## Plan Check Time

Refer to the following link for current plan check times:  
<http://www.buttecounty.net/dds/Building>

## Permit Issuance

The following will be required at time of permit issuance:

- o Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- o Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

## Questions

Contact the **Building Division** at (530) 552-3700 for inquiries on plan check and building fees.