



## **Electric Vehicle Charging: Checklist for Expedited Permit Process**

The following checklist is drafted pursuant to **Section 15.04.065, Building Permits for Electric Vehicle Charging Stations**, for the purposes of providing a streamlined process for obtaining permits for the installation of electric vehicle charging stations and appurtenant electrical wiring and equipment.

### **Qualifications**

In order to qualify for the expedited permit process for electric vehicle charging stations, the following criteria must be met:

- 1) The project must be specifically for the installation of electric vehicle charging stations in an existing parking facility. No permit shall be issued for the installation of charging stations for a proposed parking facility until the applicant has completed the discretionary permit process necessary for the parking facility.
- 2) The project requires that a parking space served by electric vehicle supply equipment, as defined, and a parking space designated as a future electric vehicle charging space, as defined, to be counted as at least one standard automobile parking space for the purpose of complying with any applicable minimum parking requirements established by this jurisdiction.
- 3) The plan submittal must conform to the checklist below.

### **Plan Review Checklist**

The following items are required for the submittal of plans:

- 1) A complete permit application.
- 2) Two copies of a single-line electrical diagram for the subject project.
- 3) Two copies of electrical load calculations prepared by a licensed electrician or electrical engineer licensed in the State of California.
- 4) Two copies of all equipment specification sheets/installation manuals.
- 5) Three copies of a parking lot layout including the following information:
  - a. Location of all electric vehicle charging stations.
  - b. Dimensions, stripping, labeling, and slopes of all parking served by charging stations consistent with Chapter 11B of the most current adopted version of the California Building code and the "Community Readiness Guidebook" published by the Governor's Office of Planning and Research.
  - c. Location, depth, size, and type of all underground electrical conduit and wiring methods consistent with the electrical load calculations and single line diagram.
  - d. Location and size of originating electrical service.

### **Expedited Service**

Qualified applicants may expedite the application in the following manners:

- 1) Over-the-Counter plan review. Applicants may schedule an appointment to have the plans reviewed over the counter. Appointments can be arranged through the Building and Safety Division at (209)533-5633.
- 2) Expedited Review. Applicants may submit complete plan review documents for review within 5 business days through the Community Resources Agency customer service counter on the 4<sup>th</sup> floor of the A.N. Francisco building located at 48 Yaney st. Sonora, CA 95370.
- 3) Electronic submittal. Applicants may email completed applications and plan review documents to the Building and Safety Division. The applicant must request this option in advance by contacting the Building and Safety Division at (209)533-5633 to arrange emailing and payment of permit fees. The review time for this method is also 5 business days.

**Removal from the process**

The Building and Safety Division withholds that right to remove an application from the expedited permit process if at any time a concern arises on the subject project that could affect the health and/or safety of the public. Should this occur, the project will be given a 10 -15 day review deadline in order for appropriate agencies to review for compliance with local ordinances and Health and Safety regulations.

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