



COUNTY OF ALPINE
Community Development
Building Department
Tony Creter, Building Official
tcreter@alpinecountyca.gov

EXPEDITED PERMIT PROCESS FOR ELECTRIC VEHICLE (EV) CHARGING STATIONS

PURPOSE

In an effort to promote consistent methodology for review and processing of permits for electric vehicle (EV) charging stations, this Alpine County Community Development (ACCD)-Building Safety Division standardized permit process has been developed for the expedited review and permitting of proposed charging stations within the jurisdiction of the County of Alpine.

Please be advised that revisions to this process may be necessary based upon amendments and errata issued by the State of California, California Code of Regulations.

PROCESS

- Projects may be submitted by e-mail to tcreter@alpinecountyca.gov, delivery, mail, or in person (as allowable pursuant to Alpine County CAO requirements). Please note that the submitted projects cannot be *reviewed* “over-the-counter”. The review process typically occurs within 2 to 3 business days following the submission of the completed application documents.
- All project submissions must be accompanied by a completed [Building Permit Application](#), Single Line Diagram and [ACCD checklist](#) or similar document. If the owner submits the project as an “Owner – Builder”, a completed [Owner-Builder Package](#) is also required.
- Projects submitted after January 1, 2020 shall be in conformance with the 2019 California Building Code (CBC), 2019 California Fire Code (CFC), 2019 California Electrical Code (CEC), 2019 California Energy Code and all other applicable codes, references and ordinances.
- Projects submitted after January 1, 2023 shall be in conformance with the 2022 California Building Code (CBC), 2022 California Fire Code (CFC), 2022 California Electrical Code (CEC), 2022 California Energy Code and all other applicable codes, references and ordinances.
- The ACCD Building Safety Division will review plans and issue permits for applicable projects. Additionally, the applicant must submit projects proposed in Kirkwood valley to [KMPUD](#) for review and acceptance prior to the issuance of an EV charging station.

SUBMISSION OF PLANS

Please provide **three (3) copies** of the following:

1. **Cover page** of plans including:
 - Owner's name
 - Project address
 - Scope of work
 - Name of designer and / or contractor
 - Applicable CA codes

2. **Site plan** including:
 - Location of the EV charging station(s) and associated parking space(s)
 - Readily accessible location of the main disconnect for the EV charging station
 - A north arrow indicating orientation of the project

3. **Electrical "single-line" drawing** including:
 - Amperage of disconnects and/or circuit breakers
 - Equipment grounding
 - Ground fault protection
 - Type and size of conductors and conduit
 - [ACCD checklist](#)

4. **Manufacturer's technical specifications** for all EV charging equipment.
 - All equipment shall be listed by an approved testing agency

RESOURCES

[Charging Station Guidebook](#)

[Expedited permit process for electric vehicle charging stations.](#)