County of Plumas
Planning & Building Services
Residential and Non-Residential Checklist to submit a Building Permit Application to obtain a permit for an Electric Vehicle Charging Station

Please complete the following Checklist information related to permitting and installation of an Electric Vehicle Charging Station (Charging Station)[1] as a supplement to the application for a building permit.

This Checklist contains the technical aspects of charging station installations, the requirements with which electric vehicle charging stations must comply to be eligible for expedited review and is intended to streamline the permitting and use for electric vehicle charging.

An application that satisfies the information and supporting documentation requirements in this Checklist and is consistent with Plumas County Code will be deemed complete by the Director of Building Services/Building Official, and a building permit will be issued to the applicant (GC Sec. 65850.7(g)(2)).

Assembly Bill 970 (McCarty, 2021) adds specific binding timelines to the expedited, streamlined review of electric vehicle charging station (EVCS) permit applications by all cities and counties in California pursuant to Assembly Bill 1236 (Chiu, 2015).

The review periods are determined based on the size of the proposed project (GC Sec. 65850.71(b)(2)).

Application Completeness

- 1-25 stations at a single site: 5 business days
- 26 or more stations at a single site: 10 business days

Application Approval

- 1-25 stations at a single site: 20 business days
- 26 or more stations at a single site: 40 business days

If it is determined by the County that the application is incomplete and the information and supporting documentation requirements in this Checklist have not been met, the Building Department will issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited building permit issuance (GC Sec. 65850.7(g)(2)).

[1] "Electric vehicle charging station" or "charging station" means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this section, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle. (GC Sec. 65850.7(i)(3))

If it is determined by the County that the installation may have a specific, adverse impact[2] upon the public health or safety additional verification[3] information will be required of the applicant to determine a feasible method to satisfactorily mitigate or avoid the specific, adverse impact before a building permit can be issued. If the Director of Building Services/Building Official makes a finding, based on substantial evidence that the electric vehicle charging station could have a specific, adverse impact upon the public health or safety, the County may require the applicant to apply for a special use permit. (GC Sec. 65850.7(c))

This Checklist is in conformance with GC Sec. 65850.7(g) the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" (pages 111 – 115) contained on the Governor's Office of Planning and Research Zero-Emission Vehicles webpage called "Zero Emission Vehicles in California: Community Readiness Guidebook" and is informed by the California Governor's Office of Business and Economic Development Plug-in Electric Vehicle Charging Station Readiness webpage including the "Electric Vehicle Charging Station Permitting Guidebook (Second Edition).

[2] "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete. (GC Sec. 65850.7(i)(5))

[3] "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by a city, county, or city and county on another similarly situated application in a prior successful application for a permit. (GC Sec. 65850.7(i)(1))

Permit Number _____

CHECKLIST

Residential and Non-Residential
Electric Vehicle Charging Station

Job Address:
Description of Work:
Applicant Name:
Applicant Phone and Email:
Contractor Name:
License Number and Type:
Contractor Phone and Email:
Owner Name (if different from Applicant):
Owner Phone and Email (if different from Applicant):

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1. Charging Station Location (Check One)

Garage – Single Family Residential	☐
Garage – Multi-Family Residential	☐
Garage – Commercial	☐
Garage – Industrial	☐
Parking Lot – Public	☐
Parking Lot – Private	☐
Street Curb – County Right of Way	☐
Street Curb – Caltrans Right of Way	☐

2. Electrical Vehicle Service Equipment Charging Level (Check One)

Level 1 - 110/120 volt alternating current (VAC) at 15 or 20 Amps	☐
Level 2 - 208/240 VAC at 20 or 30 amps	☐
Level 2 - 208/240 VAC at 40 amps	☐
Level 2 - 208/240 VAC at 50 amps	☐
Level 3 – 440 or 480 VAC (DC Fast Charging)	☐
Other (specify and provide details):	☐

3. Electrical Load Calculation (Contractor/Designer):

1)	Is an electrical load calculation included? California Electrical Code (CEC) 220	☐Yes ☐No
2)	Based on the load calculation, is a new electrical service panel upgrade required?	☐Yes ☐No
a)	If yes, do plans include the electrical service panel upgrade?	☐Yes ☐No
3)	Is the charging circuit appropriately sized for a continuous load of 125%?	☐Yes ☐No
4)	If charging equipment proposed is a level 2-9.6kW station with a circuit rating of 50 amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	☐Yes ☐No
5)	If mechanical ventilation requirements are triggered for indoor venting (CEC 625.29(D)), is a mechanical plan included with the permit application?	☐Yes ☐No ☐N/A

6) Is a Single-Line Electrical Diagram included with the permit application and includes the following information? [Not required for Level 1 charging station installations.] • 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 Section 625.15.	☐Yes ☐No ☐N/A

4. Site Plan and Single Line Drawing (Contractor/Designer):

1) Is a site plan included with the permit application and includes the following? [Not required for Level One or Level Two-family residential structure (i.e., garage or carport)] • Showing location, size, and use of all structures. • Showing location of electrical panel to charging system. • Showing type of charging system and mounting? • Property lines, streets, lot dimensions, North arrow, distances from property lines and structures to 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 California Building Code (CBC) section 11B-228.3 and 11B-182. [Applicable only to commercial facilities, public and common use areas, public accommodations, and public housing as defined in the CA Building Code.]	☐Yes ☐No ☐N/A

2) An Electrical Floor Plan is included with the permit application and includes the following information? [Not required for exterior installations.] • 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 CBC Sections11B-228.3 and 11B-812 are shown and fully specified. *[Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.]*	☐Yes ☐No ☐N/A
3) Two (2) sets of the EVCS Manufacturer Installation Details and Specifications are included with the permit application?	☐Yes ☐No
4) The project site is located within a Special Flood Hazard Area (SFHA) or 100-year flood hazard zone? [NOTE: If the charging equipment is located within a 100-year flood hazard zone, the equipment is required to be elevated above the base flood elevation (BFE). The BFE must be determined, and an elevation certificate submitted by a registered land surveyor.]	☐Yes ☐No
5) Do the plans indicate that the installation meets all requirements of CEC - Article 625 for Electric Vehicle Charging Systems.	☐Yes ☐No
6) Does the electrical plan identify the amperage and location of existing electrical service panel?	☐Yes ☐No
a) If yes, does the existing panel schedule show room for additional breakers?	☐Yes ☐No
7) Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	☐Yes ☐No

8) Is an approval letter from the electric utility purveyor included? Applicable if a dedicated electrical meter is to be installed for the electric vehicle charging system. [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
9) If trenching is required, is the trenching detail called out?	☐Yes ☐No ☐N/A
a) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225)	☐Yes ☐No
b) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300.5(D))	☐Yes ☐No
10) Do the CAL Green EV Readiness installation requirements apply to this project?	☐Yes ☐No
a) Do the plans demonstrate conformance with California Green Building Standards Code (CGBSC) Table 5.106.5.3.1 for the minimum required number of charging spaces?	☐Yes ☐No
b) Do the construction plans comply with the design requirements set forth in CGBSC 5.106.5.3.1 for single charging spaces or CGBSC 5.106.5.3.2 for multiple charging spaces?	☐Yes ☐No
11) Do the plans clearly depict all required accessible EVCS features for the disabled?	☐Yes ☐No
a) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1?	☐Yes ☐No
b) Do the plans detail compliance with the accessible EVCS features required by 11B-812 and Figure 11B-812.9?	☐Yes ☐No
For Single Family Dwellings the Calculated Load may be estimated using the "Plug-In Electric Vehicle Load Calculator for Level 2 Charging" (pages 121 – 123) in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook."	

Permit Number _____

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Name of Applicant/Owner:_____

Signature of Applicant/Owner:

_____ _____

DATE

Name of Owner (if different from Applicant):_____

Signature of Owner (if different from Applicant):

_____ _____

DATE