



# ELECTRIC VEHICLE CHARGING STATIONS CHECKLIST & SUBMITTAL REQUIREMENTS

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## **Expedited Permitting Process**

Oakley Municipal Code Title 7 Chapter 16

### **1. Approval Requirements:**

- a. The Community Development Department will conduct the plan review 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 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's website located at <https://www.ci.oakley.ca.us/departments/building-code-enforcement/building-permits/>
- b. Electric Vehicle charging stations checklist must be submitted along with the Permit Application and plans to: [inspections@ci.oakley.ca.us](mailto:inspections@ci.oakley.ca.us). Please provide an explanation for any checklist item not completed or met. Plan submittals shall include, but not be limited to:
  - i. **A Title Page**
  - ii. **A Site Plan [Commercial only]**
  - iii. **An Electrical Floor Plan**
  - iv. **A Single-Line Electrical Diagram EVCS Manufacturer Installation Details and Specifications**
  - v. **Electrical Service Load Calculations**



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### **3. General Requirements for Electrical Vehicles Charging Stations 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.

### **4. Plan Review:**

Permit applications eligible for the expedited permitting process will receive a high priority and be reviewed as early as practical with a processing goal of one to three business days following receipt of the submittal.

### **5. Fees:**

An initial building plan check fee must accompany all EVCS permit applications at the time of submittal. The cost for a building permit for the installation of Electric Vehicle Charging Stations is based on the valuation of the project.

### **6. Inspections:**

Once all permits to construct the EVCS have been issued and the system has been installed, it must be inspected before final approval is granted for the system. On-site inspections can be scheduled by calling the City of Oakley at (925) 625-7005.

Permit holders are to provide the inspector with the Approved Job set of Plans, the Building Permit Inspection Record Card and access to the location of the work for inspections. The inspector will verify that the installation is in conformance with applicable code requirements and the approved plans.

### **7. Departmental Contact Information:**

For additional information regarding this permit process, please consult our departmental website at <http://www.ci.oakley.ca.us> or you may contact the Building Development Department at (925) 625-7005 or visit us at City Hall, 3231 Main Street, Oakley, CA 94561 Monday through Thursday from 7:30AM-12PM during walk-in hours and email or phone from 7:30AM-5PM.

**Eligibility Checklist for Expedited Electrical Vehicle Charging Station Permit (\*Please complete a Permit Application in addition to this checklist\*)**



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Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120 volt alternating current (VAC) at 15 or 20Amps	<input type="checkbox"/>
Level 2 -3.3 kW (low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 -6.6 kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 -9.6 kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 -19.2 kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (Provide Detail):	Provide Rating:	<input type="checkbox"/>

**Permit Application Requirements:**

Does the application include EVCS manufacturer's specs and installation guidelines?	Y <input type="checkbox"/>	N <input type="checkbox"/>
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**Electrical Load Calculation Worksheet:**

A. Is an electrical load calculation worksheet included? CEC 220	Y <input type="checkbox"/>	N <input type="checkbox"/>
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) If yes, do plans include the electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>
C. Is the charging circuit appropriately sized for a continuous load of 125%?	Y <input type="checkbox"/>	N <input type="checkbox"/>
D. If changing equipment proposed is a Level 2 -9 kW station with a circuit rating of 50 Amps or higher, is a completed panel schedule with electrical calculations included with the single line diagram?	Y <input type="checkbox"/>	N <input type="checkbox"/>

**Site Plan-Floor Plan and Single Line Drawing:**

A. Is a site plan (Commercial only), floor plan and separate electrical plan with a single-line diagram included with the permit application?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC625.29 {D}), is mechanical plan included with the permit application?	Y <input type="checkbox"/>	N <input type="checkbox"/>
B. Is the site plan fully dimensional and drawn to scale? (Commercial Only)	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) Showing location, size, and use of all structures?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2) Showing location of electrical panel to charging system?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3) Showing type of charging system and mounting?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4) Is the project located in the 100 year flood plain?	Y <input type="checkbox"/>	N <input type="checkbox"/>

**Compliance with 2022 California Electrical Code:**

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	Y <input type="checkbox"/>	N <input type="checkbox"/>
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>



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1) If yes, do plans include the electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>
C. Is the charging unit rated more than 60 amps or more than 150V to ground?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS? (CEC 625.23)	Y <input type="checkbox"/>	N <input type="checkbox"/>
D. Does the charging equipment have a Nationally Recognized Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	Y <input type="checkbox"/>	N <input type="checkbox"/>
E. If trenching is required, is the trenching detail called out?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225)	Y <input type="checkbox"/>	N <input type="checkbox"/>
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300)	Y <input type="checkbox"/>	N <input type="checkbox"/>

**Compliance with the 2022 California Green Building Standards Code (CGBSC):**

A. Does the CAL Green EV Readiness installation requirements apply to this project?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) Do the plans demonstrate conformance with CGBSC Table 5.106.5.3.3 for the minimum required number of charging spaces?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) If yes, do plans include the electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2) Do the construction plans comply with the design requirements set forth in CGBSC 5.106.5.31 for single charging spaces of CGBSC 5.106.5.3.2 for multiple charging spaces?	Y <input type="checkbox"/>	N <input type="checkbox"/>

**Compliance with 2022 California Building Code, Chapter 11-A/B Accessibility Features:**

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	Y <input type="checkbox"/>	N <input type="checkbox"/>
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1) If yes, do plans include the electrical service panel?	Y <input type="checkbox"/>	N <input type="checkbox"/>

Notes: This criterion is intended for an expedited EVCS permitting process. If any items are checked NO, please revise plans to fall within the eligibility checklist. Otherwise, the permit application may go through the standard plan review and approval process. Plan review commences the day after submittal with up to three (3) business days for qualifying expedited projects and up to ten (15) business days for all other EVCS projects. Electrical plans shall be completed, stamped, and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

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Project Address

\_\_\_\_\_  
Contractor's License Number and Type

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name