



## CITY OF OAKLEY BUILDING PERMIT APPLICATION

JOB ADDRESS: \_\_\_\_\_ SUBDIV # \_\_\_\_\_ LOT # \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

PROJECT VALUATION: \$ \_\_\_\_\_ SEPTIC SYSTEM: YES  NO

PERMIT TYPE: BUILDING  MECHANICAL  ELECTRICAL  PLUMBING  SIGN   
SOLAR  PANEL UPGRADE Y/N DEMO  REROOF  POOL/SPA  -- Re-locate A/C Y/N

PATIO COVER: \_\_\_\_\_  
LIVING AREA SQ FT: \_\_\_\_\_ DECK/PORCHES SQ FT: \_\_\_\_\_ GARAGE SQ FT: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ STATE LIC #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARCH/ENGR: \_\_\_\_\_ LIC # \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### Permitted work hours:

Operate or perform construction or repair (which creates noise) within or adjacent to a residential land use district except during the following hours:

1. Monday through Friday: 7:30 am to 7:00 pm
2. Saturdays, Sundays & holidays: 9:00 am to 7:00 pm

Initial: \_\_\_\_\_

**ALL PERMITS REQUIRE A FINAL INSPECTION**

**ALL PERMITS HAVE AN EXPIRATION DATE, 365 DAYS FROM LAST VALID INSPECTION**



## CITY OF OAKLEY BUILDING PERMIT APPLICATION

### LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with section 7000) of the Business & Professions Code, & my license is in full force & effective. Initial: \_\_\_\_\_

### WORKMAN'S COMPENSATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (sec. 3800 lab C) Initial: \_\_\_\_\_

### EXEMPTION FROM WORKER'S COMPENSATION INC

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Comp Laws of California Initial: \_\_\_\_\_

**NOTICE TO THE APPLICANT: *If after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.***

### OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec7031.5), Business & Professions Code: Any City or County which requires a permit to construct, altar, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9(commencing with Section 7000) of Division 3 of the Business & Professions Code) or that he is exempt there from & the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars(\$500).

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, &who does such work himself or through his own employees. Provided that such improvements are not intended or offered for sale. If, however, the building improvement is sold within one year of completion, the owner/builder will have the burden of proving that he did not build or improve for the purpose of sale)
- I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec 7044 Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds/improves thereon, & who contracts for such project with a contactor(s) licensed pursuant to the Contractor's License Law)
- I am exempt under Sec. \_\_\_\_\_ Business & Professions Code for this reason.  
Applicant:\_\_\_\_\_

**NOTICE TO APPLICANT** I certify that I have read this application & state that the information on the permit is correct. I agree to comply with all City and County ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.

### **SECTION 106.4.4 UNIFORM BUILDING CODE**

Expiration: Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null & void, if the building or work authorized by such permit is not commenced with 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

APPLICANT/AGENT \_\_\_\_\_

DATE: \_\_\_\_\_



# 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**
  - iii. **An Electrical Floor Plan**
  - iv. **A Single-Line Electrical Diagram EVCS Manufacturer Installation Details and Specifications**
  - v. **Electrical Service Load Calculations**



## ELECTRIC VEHICLE CHARGING STATIONS CHECKLIST & SUBMITTAL REQUIREMENTS

### **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\*)**



**ELECTRIC VEHICLE CHARGING STATIONS CHECKLIST &  
SUBMITTAL REQUIREMENTS**

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"/>



**ELECTRIC VEHICLE CHARGING STATIONS CHECKLIST &  
SUBMITTAL REQUIREMENTS**

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.

\_\_\_\_\_  
Project Address

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

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

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