



## **EV CHARGING STATION PERMIT** **SUBMITTAL REQUIREMENTS**

Updated 12/17/2020

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
  - a. Provide a clear scope of work
  - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Owner Builder permits require an [Owner / Builder Declaration](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
5. Floor plan showing where the EV charging station is being installed:
  - a. The electric vehicle charging system shall be listed by a nationally recognized testing laboratory (i.e., UL) in compliance with UL 2202 “Standard for Electric Vehicle (EV) Charging System Equipment.” (CEC 90.7).
  - b. The electric vehicle charging system shall be installed in accordance with manufacturer's guideline and shall be suitable for the environment (indoor/outdoor). If installed indoors, the charging station shall be labeled “Ventilation Not Required” in a location clearly visible after installation. (CEC 625.15)
  - c. Provide size of the existing electrical panel, existing load on the panel, and proposed load/circuits from the electric vehicle charging system to determine if there is adequate capacity in the existing panel. (CEC 220)
  - d. If installed indoors, the electric vehicle charging coupling (the nozzle) shall be located between 18” and 48” above the finished floor. If installed outdoors, the electric vehicle charging coupling (the nozzle) shall be located between 24” and 48” above the finished grade. (CEC 625.29, 625.30)
  - e. If the electric vehicle charging equipment is located in an area subject to vehicular damage, an adequate barrier must be installed (e.g. 4” diameter steel pipe filled with concrete, a minimum of 40” above the finished floor/grade, installed in a footing measuring 12” in diameter and 3’ deep). (CEC 110.27)
  - f. If the project site is in an AE or AO flood zone, the charging equipment shall be elevated or designed according to the flood requirement (PMC 16.62).
  - g. If the installation is located outside and if the circuit is not connected to the existing electrical panel and meter, the submittal will require a full plan review.

Email these items to [building2@ci.pinole.ca.us](mailto:building2@ci.pinole.ca.us).

Fees: Please refer to the [fee schedule](#).