



COUNTY OF IMPERIAL – BUILDING DIVISION

Electric Vehicle Charging Station(s) (EVCS) Submittal Requirements Bulletin

Submittal Requirements Bulletin – Expedited Permitting Process for Electrical Vehicle Charging Station (EVCS)

This bulletin is provided to guide the permit applicants through an expedited permitting process for the Electrical Vehicle Charging Stations. This bulletin provides information about submittal for plan review, required fees and inspections.

There are different types of Electrical Vehicle (EV) Chargers, (Level 1 and Level 2).

1. Level 1 chargers are smaller units that plug directly into a standard 120 volt receptacle outlet. These types of chargers do not require a permit from the Building Division as long as there are not changes to the electrical system to provide the 120 volt receptacle. Any changes to an electrical system requires a permit prior to commencement of work.
2. Level 2 charging systems required a 240 volt electrical circuit. Level 2 charger installations require an electrical permit and inspections of the installation. In order to obtain the permit you will need to provide some basic information demonstrating electrical capacity for the added load.

Submittal Process

1. Complete a building permit application form and property owner acknowledgment form. Both forms can be found on our website at: <https://www.icpds.com/building/forms>
2. Complete the Electrical Vehicle Charging Station Checklist. The checklist can be found on our website at: <https://www.icpds.com/building/evcs-electrical-vehicle-charging-stations-permitting-process-checklist>

NOTE: The checklist has been developed to streamline the permit, installation and inspection process. As you complete the application checklist, you will be guided as to what plans, documents and information you will need to provide.

Residential EVCS

Residential EVCS submittal requires a site plan and floor plan, a complete application, property owner acknowledgment form, checklist of eligibility, electrical load calculation worksheet and single line diagram.

Commercial, Industrial and Multi-family EVCS

Commercial, Industrial and Multi-family EVCS submittal requires a complete application, site plan, property owner acknowledgment form, and checklist of eligibility.

1. A site plan and electrical plan with single-line diagram. The site plan must be fully dimensioned and drawn to scale and include the following information:
 - a. Show location, size and use of all structures (existing and proposed)
 - b. Show location of electrical panel for charging system
 - c. Show type of charging system and mounting
2. Electrical load calculation worksheet.
3. Additional information based on responses to questions in checklist, may include the following (most common):
 - a. EVCS manufacturer specifications and installation manuals
 - b. Amperage and location of existing electrical service panels
 - c. Disconnecting means for high amperage charging units
 - d. Approval Listing of charging equipment by Nationally Recognized Testing Laboratory (NRTL)
 - e. Information on trenching per checklist if trenching is part of the application

Contractor

The contractor will need to provide a copy of his/her Imperial County Business License or City Business License (provided he/she has their business in Imperial County). Information about a County Business License can be obtained by contacting the Imperial County Treasurer's/Tax Collector's Office at (442) 265-1250.

The contractor will need to provide proof of workers' compensation coverage (if not exempt for no employees) listing County as the Certificate Holder. An example can be found on our website at: <https://www.icpds.com/building/forms>

Plan Review

1. Permit applications, plans and other required forms may be submitted to the Imperial County Planning & Development Services Department by US Mail, FedEx or Similar or in person at: 801 Main Street, El Centro, CA 92243. Applications may also be submitted electronically at: buildinginfo@co.imperial.ca.us

NOTE: A printing fee(s) may be incurred to print out your electronic application submittal.

2. A deposit must be collected/paid prior to the plan check review starting. For an estimate on your review fees, please contact the Building Division at (442) 265-1736 and speak with the Plan Checker.
3. Plan review will commence after the deposit has been collected and your application submittal has been accepted for processing. For qualifying applications, plan review will commence within three (2) business days after acceptance and up to ten (10) business days for all other EVCS projects.

Permit Fees and Permit Issuance

Once the EVCS plan is approved you will be contact by ICPDS staff informing you the plan has been approved and the permit can be issued once all fees have been paid.

For an estimate on permit fees, please contact the Building Division at (442) 265-1736 and speak with the Plan Checker.

Inspections

Once the permit(s) for the construction/installation of the Electrical Vehicle Charging Station has been issued, work can commence to have the system installed. When the installation has been completed, it must be inspected for final approval.

NOTE: Your issued permit and approved plans must be on site while work is being done and at the time of inspection.

Inspections can be requested by contacting our office at (442) 265-1736 to speak with a staff member or by calling the Building Inspection Line at (442) 265-1744.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

For additional information regarding the permit process, please contact our office by calling (442) 265-1736 to consult with a Building Inspector/Plan Checker or Building Division Manager; or by emailing your specific questions to buildinginfo@co.imperial.ca.us or by visiting our website at:

<https://www.icpds.com/building/evcs-electrical-vehicle-charging-stations-permitting-process-checklist>