ELECTRIC VEHICLE CHARGING STATIONS CHECKLIST & SUBMITTAL REQUIREMENTS

Neighborhood Services
Effective: October 26, 2017
Revised: January 23, 2023

Expedited Permitting Process

Brentwood Municipal Code Chapter 15.14.

1. Approval Requirements:

a. The Neighborhood Service Department will conduct the plan review for EVCS installations.

b. Planning Department plan review approval is not required for EVCS installations unless the Neighborhood Services Department determines that the proposed EVCS will have a specific, adverse impact upon the 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 http://www.brentwoodca.gov/gov/cd/building.

b. A completed City of Brentwood Permit Submittal Form.

c. One copy of the checklist must be completed and submitted to the Neighborhood Services along with the Permit Submittal Form. Please provide an explanation for any checklist item not completed or met.

d. Provide three (3) sets of plans for the proposed EVCS (36" x 24" maximum, 11" x 17" minimum plan size; 1/8" = 1'-0" minimum scale. Plan submittals shall include, but not be limited to:

1) A Title Page
2) A Site Plan ***[Commercial only]***
3) An Electrical Floor Plan
4) A Single-Line Electrical Diagram EVCS Manufacturer Installation Details and Specifications
5) Electrical Service Load Calculations

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 may be submitted in person to the City of Brentwood Community Development Department located at 150 City Park Way in Brentwood.

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 Brentwood's automated telephone phone system at (925) 809-7930. Inspection requests received before 4:00 pm can usually be scheduled for the next business day.

Permit holders are to provide the inspector with the Neighborhood Services Approved Job Plans, the Building Permit Inspection Record Card and access to the location of the work for inspections. The permittee 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 the approved plans.

7. Departmental Contact Information:

For additional information regarding this permit process, please consult out departmental website at http://www.brentwoodca.gov/gov/cd/building, contact the Community Development Department at (925) 516-5405 or visit us at City Hall, 150 City Park Way, Brentwood, CA 94513.

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Eligibility Checklist for Expedited Electrical Vehicle Charging Station Permit

(*Please complete a Permit Submittal Application in addition to this checklist)

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check one
Level 1	110/120 volt alternating current (VAC) at 15 or 20Amps	☐
Level 2 – 3.3 kW (low)	208/240 VAC at 20 or 30 Amps	☐
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	☐
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	☐
Level 2 – 192 kW (highest)	208/240 VAC at 100 Amps	☐
Other (Provide Detail): _____	Provide Rating: _____ _____	☐

Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	Y☐	N☐

Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (**CEC 220**)	Y☐	N☐
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	Y☐	N☐
1) If yes, do plans include the electrical service panel upgrade?	Y☐	N☐
C. Is the charging circuit appropriately sized for a continuous load of 125%?	Y☐	N☐
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☐	N☐

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☐	N☐
1) If mechanical ventilation requirements are triggered for indoor venting requirements (**625.52**), is mechanical plan included with the permit application?	Y☐	N☐
B. Is the site plan fully dimensioned and drawn to scale? (Commercial only)	Y☐	N☐
1) Showing location, size, and use of all structures?	Y☐	N☐
2) Showing location of electrical panel to charging system?	Y☐	N☐
3) Showing type of charging system and mounting?	Y☐	N☐
4) Is the project located in the 100 year flood plain?	Y☐	N☐

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Compliance with 2022 California Electrical Code:

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	Y☐	N☐
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	Y☐	N☐
1) If yes, does the existing panel schedule show room for additional breakers?	Y☐	N☐
C. Is the Charging unit rated more than 60 amps or more than 150V to ground?	Y☐	N☐
1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS? (**CEC 625.43**)	Y☐	N☐
D. Does the charging equipment have a Nationally Recognized Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	Y☐	N☐
E. If trenching is required, is the trenching detail called out?	Y☐	N☐
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (**CEC 225**)	Y☐	N☐
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per **CEC 300**)	Y☐	N☐

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

A. Does the CAL Green EV Readiness installation requirements apply to this project?	Y☐	N☐
1) Do the plans demonstrate conformance with **CGBSC Table 5.106.5.3.3** for the minimum required number of charging spaces?	Y☐	N☐
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☐	N☐

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

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	Y☐	N☐
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with **Table 11B-228.3**?	Y☐	N☐
2) Do the plans detail compliance with the accessible EVCS features required by **11B-812** and **Figure 11B-812.9?**	Y☐	N☐

Notes: This criteria 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 (10) 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** _____