



City of Azusa
Community & Economic Development
Department
Building Division
213 E. Foothill Blvd., Azusa, CA 91702
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<http://www.ci.azusa.ca.us>

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

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

There are different types of Electric 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 require a permit prior to commencing the work.
2. Level 2 charging systems require 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 service capacity for the added load.

Submittal Process

1. Completed permit application form. The permit application is fillable online or can be downloaded at: <http://www.ci.azusa.ca.us/1622/EVCS---Expedited-Permit-Process>
2. Complete the appropriate Eligibility Checklists for expedited review. The Eligibility checklist is fillable online or can be downloaded at <http://www.ci.azusa.ca.us/1622/EVCS---Expedited-Permit-Process>.
 - a. Eligibility Checklist for **Single Family Residential**
 - b. Eligibility Checklist for **Multi-Unit Residential**
 - c. Eligibility Checklist for **Non-Residential**

These checklists have been developed to streamline the permit, installation and inspection process. As you complete the applicable checklist, you will be guided as what plans, documents or information you need to provide.

Residential EVCS

Residential EVCS submittal requires a site/floor plan, a completed application, a completed eligibility “Checklist for **Single Family Residential**” and a completed “**Residential EV Charger guideline form**.”

Commercial and Multifamily EVCS

Commercial and Multifamily EVCS submittal require a completed application, a completed “Checklist for Commercial or Multifamily EVCS “and must be accompanied with the following:

1. A site plan and electrical plan with a single-line diagram. The site plan must be fully dimensioned and drawn to scale and include the following information:
 - a. Showing location, size and use of all structures
 - b. Showing location of electrical panel for charging system
 - c. Showing type of charging system and mounting.
2. Electric load calculation worksheet.
3. Additional information based on response to questions in checklist, most commonly:
 - a. EVCS manufacturer specification and installation
 - b. Amperage and location of existing electrical services 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 this application

Plan Review

1. Permit applications, plans and other required forms may be submitted to the City of Azusa Building Division in person at: 213 East Foothill Blvd. or; Submitted on line at [mailto:BuildingDiv@ci.azusa.ca.us?subject=EVCS Expedited Process](mailto:BuildingDiv@ci.azusa.ca.us?subject=EVCS%20Expedited%20Process). Plan review will commence within 3 business days after the submittal date for qualifying expedited projects and up to 10 business days for all other EVCS projects.
2. As part of the plan review process, all EVCS must be cleared by the Azusa Light Department. Every submitted plan will be routed to the Azusa Light Department for clearance. If the Azusa Light Department is unable to clear your plan for permit issuance, you will be notified.
3. Plan review fees will be collected at the time of permit issuance. For an estimate on your plan review fees, please contact the Building Division at (626) 812-5234.

Permit fees and Permit Issuance

Once the EVCS plan is approved you will be contacted by Building Division staff informing you the plan is approved and the permit can be issued once all fees are paid. Single residential EVCS permit fees are \$ 139.53, unless additional electrical work is performed. Commercial multifamily, and single residential with added electrical work will vary and the fee will be determined after the permit application is accepted. Permits can only be issued in person at the City of Azusa Building Division located at 213 E. Foothill Blvd.

Inspections

Once all permits to construct the Electric Vehicle Charging Station have been issued and the system has been installed, it must be inspected before final approval is granted for the EVC system. On-site inspections can be scheduled by contacting Building Division at (626) 812-5234.

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 this permit process, please consult our departmental website at <http://www.ci.azusa.ca.us/1622/EVCS---Expedited-Permit-Process> , or contact the Building Division at (626) 812-5234.