



INFORMATION BULLETIN

# IB-049

Eff: 01-03-2017 Rev: 5-1-24

## Permitting Process for EVCS

This Information Bulletin (IB) is intended to serve as a guide for permit applicants regarding the permitting process for the installation of electric vehicle charging stations (EVCS) and related equipment to existing one- and two-family dwellings, multi-family dwellings, and/or nonresidential buildings or sites. This IB provides pertinent information about the application submittal requirements, the type of plan review that may be required, the cost related to plan review and/or permit fees, and the inspection process.

The following words and terms used in this IB are defined in the CBC Chapter 2, CGBSC Chapter 2, and/or CEC Article 625. They shall have the following meaning:

*Electric Vehicle (EV) Charger. Off-board charging equipment used to charge an EV.*

*Electric Vehicle Charging Space (EV Space). A space intended for future installation of EV charging equipment and charging of EVs.*

*Electric Vehicle Charging Station (EVCS). One or more EV Spaces served by EV Charger(s) or other charging equipment allowing charging of EVs. EVCS are not considered parking spaces (for building code purposes).*

*Electric Vehicle Supply Equipment (EVSE). The conductors, including the ungrounded, grounded, and equipment grounding conductors and the EV connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the EV.*

### **PART I: PERMITTING PROCESS**

The permitting process for the design and installation of EVCS depend on a variety of factors such as, but not limited to, the type and quantity of EVSE to be installed, the type and amount of related equipment to support the EVSE, the location and type of building or site where the installation will occur, etc. Simple EVCS design and installation may avoid a detailed plan review and a streamlined electrical permit issuance may be granted through the Express Permit Service. All other EVCS design and installation may require a detailed plan review and must be processed through the Submitted Plan Review Service.

To qualify for the Express Permit Service, simple EVCS design and installation must meet the criteria of this IB and one of the 3 express permit checklists (FORM-019, FORM-037 or FORM-038) referenced herein. Review the express permit checklist appropriate for your type of EVCS installation and complete all the questions. If the responses to all the questions are "Y", then your project will qualify for this service and the issuance an electrical permit issuance may be processed on the same day of your

scheduled visit to the Permit Center. If there is an “N” response to any of the questions, simple EVCS installation may still qualify for permit issuance upon further review over the counter by one or more plan review staff.

For all other EVCS design and installation that do not meet the express permit checklists referenced herein, then the need for a detailed plan review may be required. Construction documents will be required to be submitted for plan review to verify that the project meets the latest edition of the California Electrical Code (CEC), California Energy Code (CE<sub>E</sub>C), California Green Building Standards Code (CGBSC), California Building Code (CBC), California Fire Code (CFC) and the Long Beach Municipal Code (LBMC). For additional information on how to submit your project for plan review, please visit [longbeach.gov/lbcd/building/plan-review-service](http://longbeach.gov/lbcd/building/plan-review-service).

For EVCS design and installation as part of new construction development projects, please refer to Information Bulletin [IB-050](#) EV Charging for New Construction for additional information.

## **PART II: SUBMITTAL REQUIREMENT**

Request to install EVCS and related equipment starts with the filing and submission of a completed permit application, plot plan, express permit checklist, and/or construction documents to the Permit Center by appointments.

For simple EVCS design and installation that qualifies for the Express Permit Service, download, complete and sign the following documents prior to the time of the appointment:

- [APP-012](#) Express Electrical Permit Application;
- [FORM-028](#) Plot Plan; and
- [FORM-019](#) Express Permit Checklist for One- and Two-Family EVCS; or
- [FORM-037](#) Express Permit Checklist for Multi-Family Dwelling EVCS; or
- [FORM-038](#) Express Permit Checklist for Nonresidential Dwelling EVCS.

For all other EVCS design and installation that require the Submitted Plan Review Service, download, complete and sign the following documents to be submitted at the time of the appointment:

- [APP-001](#) Consolidated Permit Application;
- [FORM-028](#) Plot Plan; and
- Construction Documents.

Appointment for Express Permit Service or Submitted Plan Review Service can be made at the following location: [longbeach.gov/appointment/permit-center](http://longbeach.gov/appointment/permit-center)

FORM-028 Plot Plan should contain the following pertinent information:

- Location of existing building(s) or structure(s) on the property;
- Property lines, streets, lot dimensions, north arrow, the distance from property lines to the building(s) or structure(s) and the proposed EVCS location;
- Location of existing meter, proposed EVSE equipment, existing/new electrical panel, disconnect and overcurrent protection; and
- Identify existing/new electrical panel amperage; show where conduit and/or trenching is/are proposed, and any relevant information contained in the express permit checklist

Refer to Figure 1 below for examples illustrating the minimal information that should be included on the FORM-028 Plot Plan.

**CITY OF LONG BEACH** Development Services  
Building and Safety Bureau  
411 West Ocean Boulevard, 2nd Floor, Long Beach, CA 90802  
562.570.PMT (7648)

**Plot Plan Form**

JOB ADDRESS 1234 STREET AVE PROJECT # BELE123456

ELECTRIC PANEL  
LEVEL 2  
EVSE  
CORD

1/2" CONDUIT WITH #10 CONDUCTOR

EV

GARAGE

DATE REC'D \_\_\_\_\_ Circle one NEW ALTERATION ADDITION REPAIR DEMOLITION  
DESCRIPTION \_\_\_\_\_

APPLICANT/CONTACT \_\_\_\_\_  
APPLICANT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_

DEPARTMENT USE ONLY

ZONE	Special Set Backs	F	S	R	CP to PL	CASE NO.
Flood Cert. Req'd <input type="checkbox"/>	Historical Approval Req'd <input type="checkbox"/>	Zoning Approved <input type="checkbox"/>	Planning Stamp Req'd <input type="checkbox"/>	Special Plan Permit Req'd <input type="checkbox"/>	Redevelopment Approval Req'd <input type="checkbox"/>	Page # _____

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**Plot Plan Form**

JOB ADDRESS 1234 STREET AVE PROJECT # BELE123456

EVSE POLE MOUNT

EV COUPLING

EV CHARGING ONLY

NO PARKING

Accessible Route Not Allowed Behind Other Vehicle Parking

12'-0" min. 5'-0" min. varies varies

17'-0" min.

DATE REC'D \_\_\_\_\_ Circle one NEW ALTERATION ADDITION REPAIR DEMOLITION  
DESCRIPTION \_\_\_\_\_

APPLICANT/CONTACT \_\_\_\_\_  
APPLICANT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_

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**FIGURE 1: EXAMPLES OF COMPLETED FORM-028 PLOT PLAN**

Construction documents, when required, should include, but not limited to, the following information:

- **General**
  - Drawn to scale;
  - Quality blue or black line drawings with uniform and light background color;
  - Maximum 36" x 48" size with minimum 1/8 inch lettering size; and
  - Sticky back details must produce prints without contrasting shades of background color.
- **Title Sheet**
  - Address of property;
  - Name, address, phone number of the property owner;
  - Name, address, phone number and license number of the person responsible for the EVCS system design;
  - Codes applicable to the project;
  - Occupancy and use of the facilities; and
  - Narrative description and scope of the proposed work.
- **Site Plan Sheet**
  - Location and name of structure(s) on the site;
  - Property lines, streets, lot dimensions, north arrow, the distance from property lines to structures and the proposed EVCS equipment;
  - Dimensioned parking improvements, driveways, etc.;
  - EVCS equipment, main electric service panel, disconnects and overcurrent protection locations;

- Underground conduit locations and routing; and
- Location of additional meter, if applicable;
- Floor Plan
  - Plan view of the location of the proposed EVCS and related equipment, including the use of the space or area where the EVCS will be installed;
  - All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan;
  - All accessibility requirements prescribed by the CBC are shown and fully specified; and
  - Detailed and specific plan of all related proposed work.
- Single-Line Electrical Diagram
  - List and label all EVCS supply equipment;
  - Conductor and conduit size, type and location;
  - Size of the over current device (circuit breaker) supplying the EVCS;
  - The size and location of the main electric panel, distribution panels (sub panels), overcurrent protection, disconnects, additional meters, and EVCS equipment;
  - The type (level), voltage and ampacity for each EVCS; and
  - All equipment labeling requirements per CEC 625.15.

For additional information that may be required on the construction documents, please visit [longbeach.gov/lbcd/building/plan-review-service](http://longbeach.gov/lbcd/building/plan-review-service).

### **PART III: PLAN REVIEW**

Plan review may not be required on simple EVCS design and installation that qualify for the Express Permit Service. Where there are any “N” responses to the questions on the express permit checklists, an over-the-counter plan review may be permitted for one or more of the following plan review staff: Planning, Building, Fire and/or Electrical.

Plan review may be required on all other EVCS design and installation. Planning and Electrical plan review may be required for EVCS to one- and two-family dwellings. Planning, Building, Fire and Electrical plan review may be required for multi-family dwellings and nonresidential buildings or sites.

### **PART IV: FEE**

For simple EVCS design and installation that qualify for the Express Permit Service, the only applicable fee is for an express electrical permit. An express electrical permit may be issued for the installation of EVCS for a total electrical permit fee of, including all applicable surcharges and filing fees, \$193.32. The electrical permit fee covers up to 3 electrical equipment installation (e.g., 2 EVSEs and a panel upgrade in the case of one- and two-family dwellings) and all required electrical inspection services. All fees will be collected at the time of electrical permit issuance.

For all other EVCS design and installation that do not qualify for the Express Permit Service, plan review and permit fees may be applicable for Planning, Building, Fire and/or Electrical. Plan review fees will be collected at the time the construction documents are submitted for plan review and permit fees will be collected at the time of permit issuance.

**PART V: INSPECTION**

Following permit issuance, the Applicant should **schedule an inspection** to verify that the installation of the EVCS and related supply equipment are properly installed in accordance with the latest edition of the CEC, CE<sub>E</sub>C, CGBSC, CBC, CFC and LBMC. The job inspection card and approved construction documents, where applicable, shall be at the site for inspection at all time. Access is required to all elements of the installation at the time of the requested inspection. Approval will be granted upon final inspection of the EVCS.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.