



INFORMATION BULLETIN

# IB-049

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## Guideline for Express Permit of Residential EV Charger

This Information Bulletin (IB) is intended to serve as a guide for permit applicants regarding the streamlined permitting process (Express Permit) for the installation of a residential electric vehicle charger (REVC) in single-family dwellings and owner-occupied units of multi-family residential projects  $\leq 4$  units. If an REVC meets the criteria of this IB and the [FORM-019 Express Permit Checklist for Residential EV Charger](#) (Checklist), then the need for a detailed engineering analysis and formal plan review submittal may be avoided and a streamlined permit issuance process may be granted. This IB provides pertinent information about the application submittal requirements, permit fees, and inspection process.

### **PART I: GENERAL**

An Express Permit to install an REVC can be obtained either by an owner-builder or an electrical contractor. An "owner-builder" is the property owner of the property where the work is proposed, said property is his/her principal place of residence for the past 12 months, act as his/her own general contractor, and either does the work himself/herself or has an employee(s)/subcontractor(s) working on the project. When an owner-builder sign a permit application as an owner-builder, he/she assumes full responsibility for all phases of the project and its integrity. Property owners are encouraged to hire a licensed electrical contractor to avoid these potential types of issue. For more information regarding risk when performing work as an owner-builder, please visit the Contractors State License Board at [cslb.ca.gov/Consumers/Know\\_Risks\\_Of\\_Owner\\_-\\_Builder](http://cslb.ca.gov/Consumers/Know_Risks_Of_Owner_-_Builder).

### **PART II: SUBMITTAL REQUIREMENTS**

The installation of an REVC is eligible for the Express Permit Service. The Applicant should complete and submit an [APP-012 Express Electrical Permit Application](#), the Checklist, and a [Plot Plan](#) form showing the location of the REVC, electrical panel providing power for the REVC, and if any conduit work and/or trenching is proposed for the REVC. Refer to [Information Bulletin IB-058 Express Permit Service](#) for additional information.

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

Planning review **is not** required unless the Checklist is marked with an "N" response indicating that the project is located in a Coastal Zone or a Historic District or on a qualified historical building.

Electrical review **is not** required unless any electrical portion of the Checklist is marked with an "N" response.

Building review **is not** required unless there is work that affect any fire-life safety, non-structural or structural portion of the building.

Fire review **is not** required for one- and two-family dwellings.

Permit applications and construction documents (i.e., electrical plans, calculations, equipment cut sheets, etc.) may be required to be submitted through the regular plan check process for the reviews identified above if it does not meet the criteria of this IB and the Checklist. For additional information, please visit: [longbeach.gov/lbds/building/project-submittal/](http://longbeach.gov/lbds/building/project-submittal/)

#### **PART IV: PERMIT AND FEES**

An express electrical permit shall be issued for the installation of a REVC. The total permit fee, including all applicable surcharges and filing fees, is \$156.57. Where an electrical service panel upgrade is proposed, the total permit fee is the same. This fee covers all required inspection services. All fees shall be collected at the time of permit issuance. Additional fees may apply if the project is subject to one or more reviews as required in Part III of this IB or if other related electrical work is included.

#### **PART V: INSPECTIONS**

Following permit issuance, the Applicant should [schedule an inspection](#) to verify that the installation of the REVC and the associated conduit(s) and conductor(s) are properly installed in accordance with the 2019 Edition of the California Electrical Code. The Checklist, Plot Plan form, and the job inspection card 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 REVC.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at [longbeach.gov/lbds](http://longbeach.gov/lbds) 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.