



Expedited Permitting Process for Electric Vehicle Charging Stations- EVCS

The purpose of this document is to provide all the necessary forms, checklists, and guidelines necessary to expedite and streamline the permitting process for qualifying Electric Vehicle Charging Stations (EVCS) within the City of Napa.

Once the appropriate application, documents, and plans have been submitted to the building department for review, an expedited plan review will occur within 48 hours of receipt. Once your project plans have been reviewed and approved, you will be notified that your building permit is available for pickup at the City of Napa Building Department.

Please follow the following steps to help expedite your EVCS plan review:

1. Complete a Building Permit Application available online at:
<https://www.cityofnapa.org/228/Building-Division>
2. Complete the following EVCS Checklist prior to submitting your EVCS project plans.
3. Submit your completed application, EVCS Checklist, and project plans via email to
permittechs@cityofnapa.org
4. Within 48 hours, you will receive either a plan review comment letter, or a notification that your EVCS project has been approved and ready for building permit issuance.
5. You may access the Division of the State Architect Guide for New Accessibility Regulations for Electric Vehicle Charging Stations (EVCS) at the following link:
<https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Access-Compliance-Reference-Materials#@ViewBag.JumpTo>

Submittal Requirements Checklist for Permitting Electric Vehicle Charging Stations (EVCS)

This checklist is provided to guide applicants through a streamlined permitting process for Electric Vehicle Charging Stations.

Provide 3 sets of plans (17" wide by 11" tall min.) for the proposed EVCS, please include the following:

- Title Page- Address, Parcel Number, Owner name/ address/ phone number.
Contractor name/ address/ phone number
- Site Plan Including: (Not required if within a residential structure, garage/ carport)
 - Location of structure on site
 - Property lines, streets, lot dimensions, north arrow, setback dimensions from property lines to structures, location of EVCS equipment.
 - Parking improvement, driveways
 - Underground conduit locations
 - All site related accessibility requirements as noted in 2019 CBC-11B
- Single Line Electrical Diagram (Not required for Level One EVCS)
- EVCS Manufacturer Installation Details and Specifications
- Electrical Service Load Calculations

Please check which type of EVCS System is proposed (check one):

- Level One, 110/120 volt alternating current at 15 or 20 amps
- Level Two, 3.3kw low, 208/240 VAC at 20 or 30 amps
- Level Two, 6.6kw medium, 208/240 VAC at 40 amps
- Level Two, 9.6kw high, 208/240 VAC at 50amps
- Level Two, 19.2kw highest, 208/240 VAC at 100amps
- DC Fast Charging, 440 or 480 VAC
- Other: _____

Electrical Requirements: *Electrical Plans should be completed, stamped, and signed by a California Licensed Electrical Engineer or a C-10 Electrical Contractor.*

- Plans shall state the installation shall meet all requirements of the 2019 California Electrical Code, including Section 625 for Electric Vehicle Charging Stations.
- An electrical load calculation per CEC 220 is included with the permit application.
- The EVCS branch circuit conductor is sized for a continuous load of 125% of the EVCS equipment plus any other non-continuous loads per CEC 210.9.
- Single Line Electrical Diagram (Not required for Level One EVCS)
 - List all EVCS equipment
 - Conductor and conduit sizes, type, locations
 - Size of overcurrent device/ circuit breaker
 - EVCS level type, voltage, ampacity for each charging station
 - All equipment labeling requirements per CEC 625.15
- Plans to identify size of main service panel and service entrance conductors.
- Conduit and conductor sizes, conduit routing, and attachment.
- Plans shall state that equipment is suitable for interior/ exterior use and shall be installed per manufacturer installation documents.
- The plans shall show bollard protection of equipment where protection from vehicle is required. CEC110.27.
- The plans shall show the mounting height for the charging coupling and operable controls.

Accessibility Requirements:

- Verify that the plans show all applicable accessibility requirements per CBC- Chapter 11B including but not limited to the following listed sections:
 - 11B-228.3 EVCS
 - 11B-302 Floor or Ground Surfaces
 - 11B-303 Changes in Level
 - 11B-305 Clear Floor Space
 - 11B-308 Reach Ranges
 - 11B-309 Operable Parts
 - 11B-402 Accessible Routes
 - 11B-703.3 Braille
 - 11B-703.7 Symbols of Accessibility
 - 11B-707.9 Point of Sale Devices
 - 11B-812 EVCS

Project Address: _____

Name of Person Completing Checklist: _____

Signature: _____

Electrical Engineer or Contractor's License Number and Type: _____



