



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).

- 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.
- Level 2 charging systems require a 240 volt electrical circuit. Level 2 charger installations typically 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.

Approval Requirements

The following permits are required to install an Electric Vehicle (EV) Charging Station:

1. Electrical Permit

Submittal Requirements

- A. Completed application form. This permit application can be downloaded at <http://www.sbcountyplanning.org/PDF/C/LUP%20CDP%20BP%20ZC%20SubReqApp.pdf>
- B. Conformance with the eligibility checklist for expedited permitting is required. Complete and submit the appropriate Eligibility Checklists for expedited review:
 - Eligibility Checklist for **Single Family Residential**
<http://www.sbcountyplanning.org/building/Documents/EVCS/Residential EVCS Expedited Checklist.docx>
 - Eligibility Checklist for **Multi-Unit Residential**
<http://www.sbcountyplanning.org/building/Documents/EVCS/Multi Unit EVCS Expedited Checklist.docx>
 - Eligibility Checklist for **Non-Residential**
<http://www.sbcountyplanning.org/building/Documents/EVCS/Non-Res EVCS Expedited Checklist.docx>

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. All applications need to be accompanied with the following information as minimum:

- A. 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:
 - Showing location, size and use of all structures
 - Showing location of electrical panel for charging system
 - Showing type of charging system and mounting.
- B. Electric load calculation worksheet
- C. Additional information based on response to questions in checklist, most commonly:
 - EVCS manufacturer specification and installation
 - Amperage and location of existing electrical services panels
 - Disconnecting means for high amperage charging units
 - Approval Listing of charging equipment by Nationally Recognized Testing Laboratory (NRTL)
 - Information on trenching per checklist if trenching is part of this application

1. Submittal Process

Over the Counter:

Permit applications may be submitted to County of Santa Barbara Building and Safety Division in person at:

South County:

County of Santa Barbara – Engineering Building
123 East Anapamu St., Second Floor – Building and Safety Counter
Santa Barbara, CA 93101
Phone: (805) 568-3030
Fax: (805) 568-3103

North County:

Planning and Development, Zoning & Building:
624 West Foster Road, Suite C
Santa Maria, CA 93455-3623

Phone: (805) 934-6250

Fax: (805) 934-6258

Electronic Submittal:

Alternatively, those customers who have established a revolving account with the County of Santa Barbara Building and Safety Division for payment of plan check and inspection fees, may file their applications, plans and supporting document as an attachment to the following email: rmEVCSpermits@countyofsb.org

2. Plan Review

County of Santa Barbara Building Division staff will review your application and submitted information within 10 business days; over the counter submittals are typically reviewed in less than 10 business days.

3. Fees

Fees are adjusted periodically. For the current schedule of fees, see:

<http://www.sbcountyplanning.org/misc/Fees/index.cfm>

4. 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 and Safety Division by telephone or email with the following:

South County:

Phone: (805) 568-3118

Inspection-South@countyofsb.org

North County:

Phone: (805) 934-6232

Inspection-North@countyofsb.org

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, the inspection should happen within a five-day window.

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.sbcountyplanning.org/index.cfm> or contact Building and Safety Division.

