



City of Santa Clarita Building & Safety

EVCS Submittal & Inspection Requirements

EVCS MULTIFAMILY & COMMERCIAL PROJECTS

Electric Vehicle Charging Stations (EVCS) for multifamily and commercial buildings in the City of Santa Clarita require a building permit (BLD) issued by Building & Safety. Only new building projects are required to have a minimum number of EVCS per the California Green Building Standards Code (CALGreen).

Accessibility Requirements: All EVCS installations intended for public or common use shall be designed such that it meets all applicable accessibility requirements. The plans shall clearly demonstrate compliance with all the accessibility requirements established by chapters 11A and 11B of the CBC, including but not limited to the quantity and type of accessible EV charging equipment, accessible path of travel, access aisles, striping, signage, equipment, clear space and reach ranges, detectible warning, and curb ramps.

Building Permit Process for EVCS

- Please visit the City's Permit Center located at 23920 Valencia Blvd., Suite 140, Valencia, CA 91355.
- City Planning is required for all EVCS projects prior to submittal to Building & Safety.
- An electrical permit (MEP) maybe issued in lieu of a building permit (BLD) when accessibility upgrades are not required.
- Main electrical service panel upgrades require a separate electrical permit.

Plan Review Requirements for EVCS Installations

Building and Safety reviews the plans for compliance with the applicable codes. The following documents must be provided:

- A completed permit application
- Two copies of the plans on 11"x17" sheets minimum. The plans shall be sealed and signed by a licensed engineer or the electrical contractor who is responsible for the installation. The plan submittal must include the following:
 - 1. Site Plan:** Drawn to scale to show the location of all proposed EVCS equipment, the proposed circuit or feeder route, all electrical equipment, and accessibility for the disabled. Wheel stops or bollards shall be shown on the plans when required.
 - 2. Single-Line Diagram (SLD):** Shall include the existing electrical distribution system, all proposed subpanels, disconnects, EVCS equipment, and the size and type of all raceways and conductors. The SLD shall include the electrical characteristics of all equipment shown.
 - 3. Electrical Load Calculations and Panel Schedules:** To demonstrate that the existing electrical distribution system has adequate capacity to support the added load.



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- 4. Manufacturer's Electrical Data:** One copy of manufacturer's specification data sheets and installation manual for the proposed EVCS equipment shall be provided with the submittal, as well as provided on-site at the time of inspection.
- **Equipment Listing Requirement:** All devices and components of an EVCS installation must be listed by a nationally recognized agency, such as UL.
 - **Design Professional Stamp and Signature:** All plans must be in accordance with the California Business and Professions Code. EVCS plans may be signed and sealed by a California licensed Electrical Engineer (P.E.), or a licensed Electrical Contractor (C-10) who is responsible for performing the installation. A California registered Architect or Civil Engineer may be required to sign and seal the accessibility plans and details.
 - **Plan revisions:** Plan revisions after permit issuance require approval by the plan reviewer. Plan reviewers are available Monday through Thursday between 7:30 AM and 11:00 AM.

Plan Review Period

Building & Safety strives to complete plan reviews in an expeditious manner. The turn-around time for EVCS plan review is 5 days for 1-4 EVCS installations (Level 1 & Level 2 chargers only); 15 days for larger projects.

Inspection

Building & Safety offers next business day building inspection for requests made before to 2:30 PM the day prior. Any concealed component such as underground feeder requires rough inspection in addition to final inspection.

Inspections can be scheduled by calling (661) 286-4097 or online at <http://www.santa-clarita.com>.

Contact Information

For questions regarding EVCS permit process call (661) 255-4935 or e-mail buildingpermits@santa-clarita.com.