



# CITY OF PIEDMONT CALIFORNIA

## Streamlined EV Charger Permitting Process

The City of Piedmont encourages the installation of EV chargers by offering a streamlined permitting and inspection process in compliance with AB 1236. Building permit applications for EV charger systems that meet the Eligibility Requirements can be submitted via email or in person. The permits will be processed in 1 – 3 business days. One inspection will be performed for the installation.

### **Eligibility**

Review the Eligibility Checklist to determine whether the project qualifies for the Streamlined Permitting Process. If the project is eligible, follow the steps below.

### **Submittal Requirements**

All plans submitted for the EV systems must comply with, and reference, the 2016 California Building Standards Code, including the 2016 California Residential Code (CRC), and the the 2016 California Electrical Code (CEC), as appropriate.

If submitted in person at City Hall, two (2) sets of plans (minimum size 8.5” x 11”) are needed. Whether submitted in person or electronically, plans must be readable and legible. Plans must contain the following information:

1. **Eligibility Checklist** – Complete and submit
2. **Project Information** showing (a) project address; (b) name, address and phone number of entity submitting the plans.
3. **Schematic Site Plan** showing location of EV Charger and main electrical panel.
4. **Electrical Load Calculation** showing addition of EV Charger as a continuous load on the electrical code. Can submit Calif Plug – In Electric Vehicle Load Calculator for Level 2 Charging ([www.opr.ca.gov/docs/L2\\_Load\\_Calculator.pdf](http://www.opr.ca.gov/docs/L2_Load_Calculator.pdf)) or applicant’s equivalent calculation.
5. **Manufacturer Specification Sheets** with information on make, model and UL listing for charger.
6. **Piedmont Building Permit** application ( one copy).

## **Submittal Options**

1. Electronic Submittal will be accepted by the City of Piedmont for all EV charger permits that qualify for streamlined review by email. Permits submitted by email will be reviewed and ready to be issued in 1 – 3 business days. The City of Piedmont will notify the applicant the permit is ready to issued; permit fees must be paid by exact cash or check at the time of permit pick up.

In order to avoid delays, follow these instructions carefully:

- a. Use a single email for each property.
  - b. Use “**EV Charger Permit for {project street address}**” as the Subject Line.
  - c. Attach the required submittals.
  - d. The total size of the email and all attachments must be 10mb or less. Use compression software that maintains clarity if necessary.
  - e. Submit the permit application to [EVCharger@piedmont.ca.gov](mailto:EVCharger@piedmont.ca.gov)
2. In person permits can be submitted over the counter at the Public Works Department, Piedmont City Hall, 120 Vista Avenue, 94611. The EV Charger permit will be processed within 3 business days.

## **Inspection**

The City of Piedmont will call to notify the applicant the permit is ready to be issued. The permit fees must be paid at the time the permit is picked up. Permit fees can be paid by exact cash or check.

Once all permits to install the EV Charger have been issued and the system has been installed, it must be inspected before final approval is granted. Inspection requests can be received by phone at (510) 420 – 3050 or in person at Piedmont City Hall, 120 Vista Avenue.