



BUILDING AND SAFETY DIVISION

73510 Fred Waring Dr, Palm Desert, CA 92260

Phone (760)776-6435 • Email: permitcenter@cityofpalmdesert.org

Website: www.pdpermits.com

Expedited Permitting Process for Electric Vehicle Charging Stations

Commercial Facilities and Public Accommodations

Purpose: This document provides all of the needed links to forms and checklists necessary to utilize the City of Palm Desert Expedited Permitting Process for Electric Vehicle Charging Stations (EVCS). This process provides an expedited and streamlined permitting process for qualifying EVCS systems. Once all of the documentation is correctly and fully completed, and submitted, a permit will be processed and approved for issuance in a timely manner (usually 1 to 3 business days for residential and 5 to 10 business days for commercial).

Step 1 Download, review, and complete the Electric Vehicle Charging Stations (EVCS) Checklist below. Submit all information requested on the checklist.

Step 2 Fully complete and sign a [Building Permit Application](#) form.

Step 3 Submit all of the required documentation to City of Palm Desert Permit Center at www.pdpermits.com. The Permit Center will notify you when the documents have been uploaded, applicable fees required, and when approved and the permit is ready to be issued.

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

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

1. Approval Requirements

- Building and Safety Division is responsible for plan review and inspections for all EVCS installations.
- Planning Department plan review approval is not required for EVCS installations unless the Building Official determines that the proposed EVCS will have a specific, adverse impacts upon the public health or safety.
- Fire Marshal's Office plan review and inspection approval is not required for EVCS installations unless the system includes a energy storage system as defined in the CA Fire Code.

2. Submittal Information

- a) All forms and checklists described herein are available on the Palm Desert Permit Center website located at [Documents on EV Chargers](#).
- b) A [Building Permit Application](#) is required for all EVCS installations.
- c) This checklist must be completed and submitted to the Palm Desert Permit Center along with the Building Permit application. Please provide an explanation for any checklist items not completed or met.
- d) Provide a digital sets of plans for the proposed EVCS Project. Document Properties no less than 11"x 17" and a Landscaped Orientation). 10pt. minimum font. Plan submittals shall include, but not be limited to:
 - 1) A Title Page.
 - 2) A Site Plan.
 - 3) An Electrical Floor Plan. ***(Not required for exterior EVCS equipment installations)***
 - 4) A Single-Line Electrical Diagram. ***(Not required for Level 1 charging station installations)***
 - 5) EVCS Manufacturer Installation Details and Specifications.
 - 6) Electrical Service Load Calculations.

3. General Requirements for EVCS to be Shown and Noted on Plans

Use the following checklist items for preparation and submittal of your plans. The level of detail and the specific plan requirements will depend upon the extent, nature and complexity of the work to be done. All applicable checklist items must be noted or specified on the plans. Indicate the plan sheet number where the applicable requirement is shown or specified.



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4. Type of EVCS (please check one)

Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)
	Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps
	Level 2 - 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps
	Level 2 - 6.6kW (medium)	208/240 VAC at 40 Amps
	Level 2 - 9.6kW (high)	208/240 VAC at 50 Amps
	Level 2 - 19.2kW (highest)	208/240 VAC at 100 Amps
	DC Fast Charging	440 or 480 VAC
	Other (Specify and provide details):	

5. Submittal Requirements Checklist for EVCS

PERMIT APPLICATION REQUIREMENTS		
Yes	No	1. The permit application is complete with the following information: <ul style="list-style-type: none"> Project address and parcel number, Owner name, address and phone number; Contractor name, address and phone number and contractor's license number; and
Yes	No	2. An electrical load calculation is included with the permit application? (CEC ¹ 220)
Yes	No	3. Based on the required load calculation ² , is an electrical service panel upgrade required?
Yes	No	If yes, do plans show and specify the electrical service panel upgrade?
N/A		
Yes	No	4. The EVCS branch circuit conductor is appropriately sized for a continuous load of 125% of the EVCS equipment plus any other non-continuous loads per CEC 210.19?

¹ CEC means the 2022 California Electrical Code

² Load Calculation: The size of the existing service breaker MUST be equal to or larger than the minimum required size of main service breaker as determined by the load calculations required by CEC article 220. If the existing service panel is smaller than the minimum required size of existing electrical services, then a new upgraded electrical service panel must be installed in order to handle the added electrical load from the proposed EVCS.



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PLANS	GENERAL
Yes No	5. The digital drawings are: <ul style="list-style-type: none"> • to scale or fully dimensioned; • Document Properties of no less than 17" wide by 11" high (36" x 24" preferred); • A landscape orientation; • No hand drawn plans.
Yes No	6. The plans include a Title Page with property information including, but not limited to: <ul style="list-style-type: none"> • address of property; • name, address, phone number of the property owner; • name, address, phone number and license number of the person responsible for the EVCS system design; signed and stamp if a licensed design professional is used. • 2022 California Model Codes applicable to the project; • occupancy and use of the facilities; and • narrative description and scope of the proposed work?
Yes No N/A ³	7. A Site Plan is included with the permit application and includes the following information? <ul style="list-style-type: none"> • Location and name of structure(s) on the site; • Property lines, streets, lot dimensions, north arrow, the distance from property lines to structures and the proposed EVCS equipment; • Dimensioned parking improvements, driveways, etc.; • EVCS equipment, main electric service panel, disconnects and overcurrent protection locations; • Underground conduit locations and routing; • Location of additional meter, if applicable; • All site related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <i>Not applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.</i> • Detailed and specific site of all related proposed work. <i>See additional requirements below.</i>

³ N/A means Not Applicable to this project.

Yes No N/A	<p>8. An Electrical Floor Plan is included with the permit application and includes the following information? <i>(Not required for exterior installations)</i></p> <ul style="list-style-type: none"> Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed; All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan; All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <i>(Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code)</i> Detailed and specific plan of all related proposed work. <i>(See additional requirements below.)</i>
Yes No N/A	<p>9. A Single-Line Electrical Diagram is included with the permit application and includes the following information? <i>(Not required for Level 1 charging station installations)</i></p> <ul style="list-style-type: none"> List and label all EVCS supply equipment; Conductor and conduit size, type and location; Size of the over current device (circuit breaker) supplying the EVCS; The size and location of the main electric panel, distribution panels (sub panels), overcurrent protection, disconnects, additional meters, and EVCS equipment; The type (level), voltage and ampacity for each charging station; All equipment labeling requirements per CEC 625.15.
Yes No	<p>10. A digital set of the EVCS Manufacturer Installation Details and Specifications are included with the permit application?</p>
Yes No N/A	<p>11. A digital set of Electrical Service Load Calculations are provided for sizing of the electrical service panel pursuant to CA Electrical Code (CEC) Article 220? <i>(NOTE: Include 125% of the EV charging station load in the calculation)</i></p>
Yes No N/A	<p>12. If the EVCS equipment is listed for charging electric vehicles that require ventilation for indoor charging, is a Mechanical Plan showing and specifying all of the ventilation requirements prescribed by CEC 625.52 included with the permit application?</p>
Yes No	<p>13. The project site is located outside of a 100 year flood hazard zone?</p> <p><i>NOTE: If the charging equipment is located within a 100 year flood hazard zone, the EVCS equipment shall be elevated above the base flood elevation. The base flood elevation must be determined and an elevation certificate submitted by a registered land surveyor.</i></p>
PLANS	2022 CALIFORNIA ELECTRICAL CODE - MINIMUM PLAN REQUIREMENTS
Yes No Sheet# _____	<p>14. The plans indicate that the installation shall meet all requirements of the 2022 California Electrical Code - Article 625 for Electric Vehicle Charging Systems.</p>



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Yes No Sheet#_____	15. The plans identify the amperage and location of the existing (or new) electrical service panel and the service panel is sized in accordance with the electrical service load calculations? (CEC 220)
Yes No Sheet#_____	16. The plans indicate the size of the service entrance conductors?
Yes No Sheet#_____	17. The plans indicate that the charging equipment shall have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)
Yes No Sheet#_____	18. The single-line electrical diagram shows and specifies the required overcurrent protection for the proposed EVCS?
Yes No Sheet#_____	19. Conduit and conductor size and type are specified and the routes and requirements for their installation (i.e. within framing, mounted to structures, underground, etc.) are shown?
Yes No Sheet#_____	20. The plans specify that the electric vehicle charging system shall be installed in accordance with manufacturer's installation instructions and shall be suitable for the environment (indoor/ outdoor) in which they will be installed?
Yes No Sheet#_____	21. The plans specify where the labeling of the EVCS equipment (i.e. "FOR USE WITH ELECTRIC VEHICLES", "VENTILATION NOT REQUIRED", "VENTILATION REQUIRED", etc.) is required?(CEC 625.15)
Yes No N/A	22. An approval letter from SCE is provided to the building department if <u>a dedicated electrical meter is to be installed for the electric vehicle charging system?</u>
Yes No N/A Sheet#_____	23. If the EV charging equipment is rated more than 60 amps or more than 150V to ground, the plans specify that the disconnecting means shall be lockable open and shall be provided in a readily accessible location? (CEC 625.42)
Yes No Sheet#_____	24. The plans specify that the EVCS equipment disconnecting means shall be identified with a durable label stating "Emergency Power Off – Electric Vehicle Charging Station"? (CEC 110.21)
Yes No Sheet#_____	25. The plans specify that the main service conductors and the equipment for the protection of electrical service (i.e. disconnecting means, overcurrent protection, etc.) will be installed in accordance with CEC Article 230?
Yes No N/A Sheet#_____	26. If trenching is required, a trenching detail is provided on the plans showing compliance with the minimum cover requirements pursuant to CEC 300.5? <i>(NOTE: trenching for electrical feeders from structure to structure must comply with CEC 225.)</i>



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Yes No N/A Sheet# _____	27. Physical protection such as a bollard is shown and detailed on the plans when vehicle impact protection for EVCS equipment is required? (CEC 110.27 (B)) <i>(NOTE: Typically not required for Level 1 EVCS. Physical protection from damage is often a 4" diameter steel pipe filled with concrete, a minimum of 40" above the finished floor/grade, installed in a footing measuring 12" in diameter and 3' deep)</i>
Yes No Sheet# _____	28. The plans show and specify the mounting height for the charging coupling (the connector nozzle) and the operable controls? <i>(NOTE: If installed indoors, the electric vehicle charging coupling shall be located between 18" and 48" above the finished floor. If installed outdoors, the electric vehicle charging coupling shall be located between 24" and 48" above the finished grade. (CEC 625.50 and CBC 11B-309))</i>
Yes No N/A Sheet# _____	29. If the EVCS is installed within in a building containing an R (residential) occupancy, the plans show and specify the location for all required smoke and carbon monoxide alarms within the dwelling(s)? (CBC 907.2.11, CBC 915, CRC R314 and CRC R315) <i>(NOTE: In lieu of showing and specifying the location for all required smoke and carbon monoxide alarms within the dwelling(s), a Smoke & Carbon Monoxide Alarm Self Verification Form, available on the City of Palm Desert's web site, may be completed, signed and submitted with the application.)</i>
PLANS	2022 CALGREEN REQUIREMENTS
Yes No N/A	30. Does the number of proposed electric vehicle charging spaces conform to the Tier 1 requirements of California Green Building Code (CGBC)? (CGBC A4.106.8.2 and A5.106.5.3) <i>(Only applies to newly constructed multi-family residential and newly constructed non-residential projects)</i>



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PLANS		2022 CALIFORNIA BUILDING CODE ACCESSIBILITY REQUIREMENTS
		(NOTE: Accessibility requirements are required for public and common use areas, public accommodations, commercial facilities and public housing as defined in the CA Building Code)
Yes No N/A	The plans show and specify all of the applicable accessibility requirements prescribed in CBC Chapter 11B, including but not limited to the requirements of the following sections:	
Yes No N/A Sheet# _____	<ul style="list-style-type: none"> • 11B-202.4 (Path of Travel Requirements in Alterations, Additions and Structural Repairs) <p><i>(See 11B-202.4 Exception 10 for Path of Travel Requirement Exceptions)</i></p>	
Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____ Sheet# _____	<ul style="list-style-type: none"> • 11B-228.3 (Electric Vehicle Charging Stations); • 11B-302 (Floor or Ground Surfaces); • 11B-303 (Changes in Level); • 11B-305 (Clear Floor or Ground Space); • 11B-308 (Reach Ranges); • 11B-309 (Operable Parts); • 11B-402 (Accessible Route); • 11B-703.3 (Braille); • 11B-703.7 (Symbols of Accessibility); • 11B-703.7.2.1 (International Symbol of Accessibility); • 11B-707.2 (Clear Floor or Ground Space); • 11B-707.3 (Operable Parts); • 11B-707.7.2 (Characters); • 11B-707.9 (Point-of-Sale Devices); • 11B-812 (Electric Vehicle Charging Stations)? 	

Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

Project Address

Name of person completing the Checklist (Please Print)

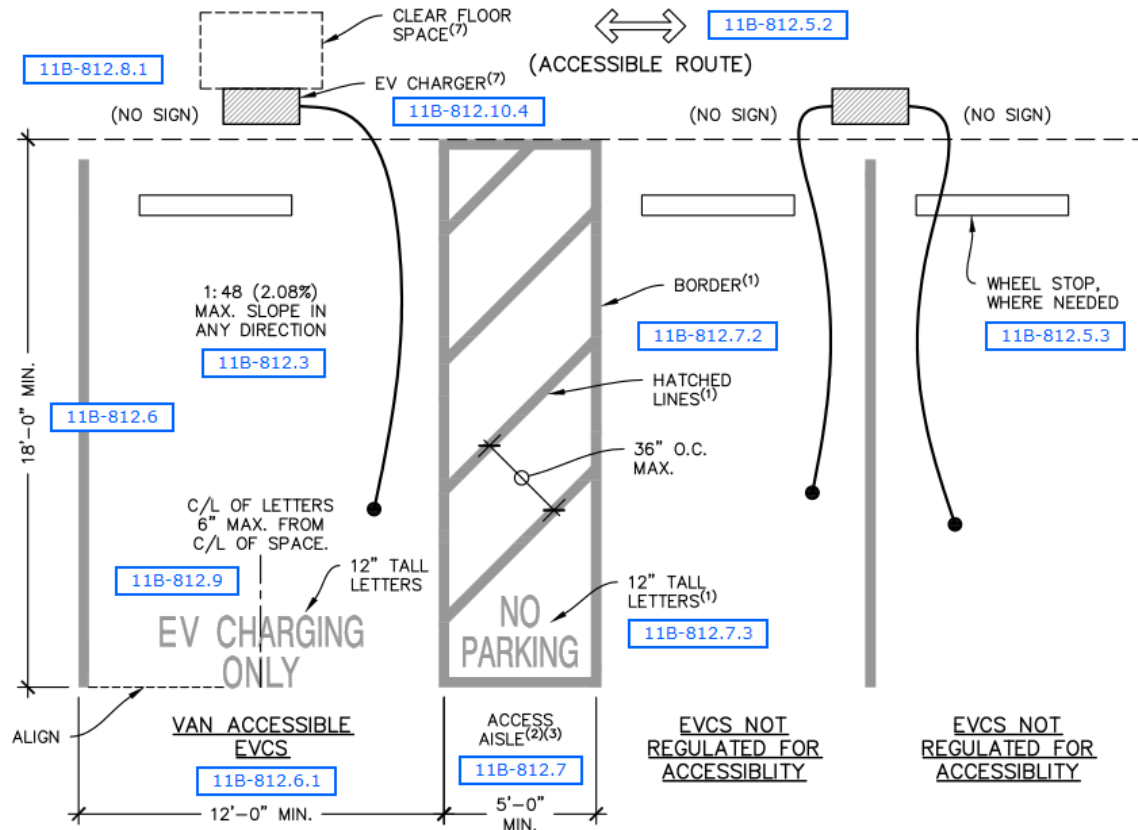
Signature

Electrical Engineer or Contractor's License Number and Type



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Sample Electric Vehicle Charging Station Configuration For Commercial Facilities or Public Accommodations



ELECTRIC VEHICLE CHARGING STATION (1 - 4 SPACES)

1. THE COLOR OF BORDER LINES, HATCHED LINES, AND LETTERS SHALL CONTRAST THE SURFACE OF THE ACCESS AISLE. THE BLUE COLOR REQUIRED FOR ACCESSIBLE PARKING SHALL NOT BE USE, EXCEPT WHERE ACCESSIBLE EVCS AND PARKING SPACES SHARE A COMMON ACCESS AISLE. **(CBC 11B-812.7.2)**
2. ACCESS AISLES SHALL BE AT THE SAME LEVEL AS THE VEHICLE SPACE THEY SERVE AND SHALL NOT OVERLAP THE VEHICULAR WAY. ACCESS AISLES SHALL NOT HAVE CHANGES IN LEVEL OR SLOPES EXCEEDING 1:48 (2.08%). **(CBC 11B-812.3)**
3. ACCESS AISLES SHALL BE ON THE PASSENGER SIDE OF VAN ACCESSIBLE SPACES. WHERE FOUR OF FEWER TOTAL EVCS ARE PROVIDED IN A FACILITY, THE ACCESS AISLE FOR NON-ANGLED VAN ACCESSIBLE SPACES MAY BE LOCATED ON EITHER SIDE OF THE VEHICLE SPACE. ACCESS AISLES ARE PERMITTED ON EITHER SIDE OF STANDARD SPACES. ACCESS AISLES SHALL EXTEND THE FULL REQUIRED LENGTH OF THE SPACES THEY SERVE. **(CBC 11B-812.7.1)**
4. WHERE REQUIRED, SIGNS SHALL BE PERMANENTLY POSTED EITHER IMMEDIATELY ADJACENT TO THE VEHICLE SPACE OR WITHIN THE PROJECTED VEHICLE SPACE WIDTH AT THE HEAD END OF THE VEHICLE SPACE. SIGNS MAY ALSO BE PERMANENTLY POSTED ON A WALL AT THE INTERIOR END OF THE VEHICLE SPACE. **(CBC 11B-812.8.7)**
5. WHERE VEHICLE SPACES AND ACCESS AISLES ARE MARKED WITH LINES, MEASUREMENTS SHALL BE MADE TO THE CENTERLINE OF THE MARKINGS. WHEN NOT ADJACENT TO ANOTHER VEHICLE SPACE, PARKING SPACE, OR ACCESS AISLE, MEASUREMENTS MAY INCLUDE THE FULL WIDTH OF THE MARKING. **(CBC 11B-812.1 INCLUDING EXCEPTION)**
6. VEHICLE SPACES, ACCESS AISLES AND VEHICULAR ROUTES SERVING THEM SHALL PROVIDE A VERTICAL CLEARANCE OF 98" MINIMUM. **(CBC 11B-812.4)**
7. ALL EV CHARGERS SHALL HAVE ACCESSIBLE OPERABLE PARTS. **(CBC 11B-812.2)**



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[illegible]

- Effective 01/18/2023

6. Plan Review

Permit applications must be submitted electronically to the City of Palm Desert Permit Center at www.pdpermits.com. Permit applications eligible for the expedited permitting process will receive a high priority and be reviewed as early as practical with a processing goal of 3 to 5 business days following receipt of the submittal and all necessary plan review fees paid.

7. Inspections

Once all permits to construct the EVCS have been issued and the system has been installed, it must be inspected before final approval. On-site inspections can be scheduled by emailing inspections@cityofpalmdesert.org. Inspection requests received before midnight can usually be scheduled for the following business day.

Permit holders must provide the inspector with the printed approved plans, the Building Permit Inspection Record and access to the location of the work. The permittee 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 the approved plans.

8. Departmental Contact Information

For additional information regarding this permitting process, please consult our website at: City of Palm Desert Building and Safety or contact the Building and Safety Division at (760) 77-6420.



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