

Submittal Requirements for EV Charger Building Permit Application

The following steps provide general guidance on the streamlined permitting process for electric vehicle (EV) charging stations, i.e., an EV charger. For additional information, contact a Permit Specialist at 310-458-8355, or visit <https://www.smgov.net/Departments/PCD/COVID-Contact-Information/Building-and-Safety-Division-Contact-Info/>.

STEP 1 (Apply)

1. Create Electronic Plan Review (EPR) project online via [Citizen Access](#). (Click [here](#) for instructions.)
2. Login (or register for first-time users) to [EPR system](#) (with the email address used to create project on Citizen Access) and upload the following required documents:
 - a. Completed [EV Charger Permit Application and Eligibility Checklist](#);
 - b. Project plans that include a site plan and floor plan showing the precise location of proposed EV Charger(s) and equipment, and a wiring diagram; (Click [here](#) for upload instructions.)
 - c. Any associated or supporting documentation.

STEP 2 (Prescreen, Department Review, and Resubmittal)

1. Permit Specialist prescreens submittal to verify completeness and accuracy:
 - a. If complete, Permit Specialist selects City departments to review project.
 - b. If incomplete, project returned to applicant to address deficiencies.
2. City reviewers evaluate plans and documents to approve or issue comments/corrections.
3. Upon completion of all reviews, applicant addresses comments/corrections and resubmits plans and documents to EPR system:
 - a. Please follow the [Upload and Submittal Standards](#).
 - b. Resubmitted plan sheets must use the exact file name and plan sheet size as the prior versions of uploaded plan sheets.
4. Subsequent rounds of City review will occur until all required reviewers have approved the project.

STEP 3 (Approval, Fee Payment, and Permit Issuance)

1. Applicant is notified via automated EPR email when project is approved.
 - a. Permit fees must be paid in full for the permit to be issued. The permit is issued by a Permit Specialist to a California licensed contractor or other authorized agent (Click [here](#) for details on who may legally obtain a permit and what associated documentation is required).
 - b. Permit and plan review fees are waived for EV Chargers and panel upgrades to serve the EV Charger only. Applicable permit fees will be assessed for any electrical work that is not dedicated to the EV Charger. Fees required by the State of California for the (seismic) Strong Motion Implementation Program and the Green Building Program will be collected at the time of permit issuance and should not exceed \$20.00 per permit.

STEP 4 (Inspections)

Once EV Charger permit is issued and system has been installed, an inspection is required prior to receiving final approval for the charging station. Please schedule on-site inspections online [here](#) or by contacting the Building and Safety Inspection Section by phone at 310-458-2202, ext. 8101. Inspection requests received before 3:30 PM are typically scheduled for the next business day.