



HOW TO OBTAIN A PERMIT FOR  
**Electric Vehicle Charging Systems**

City of San Diego  
 Development Services Department  
 1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION  
 BULLETIN

**187**

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This information bulletin describes the permitting and inspection process for the installation of an Electric Vehicle Charging System (EVCS) on an existing site or building. All EVCS installations shall comply with applicable code requirements, City ordinances and regulations, historical requirements, San Diego Municipal Code, and Land Development Code. Electric Vehicle (EV) supply equipment shall be listed and labeled by a Nationally Recognized Testing Laboratory ([NRTL](#)).

Documents referenced in this Information Bulletin
<ul style="list-style-type: none"> <li>• <b>San Diego Municipal Code, (<a href="#">SDMC</a>)</b></li> <li>• <b>California Electrical Code, (<a href="#">CEC</a>)</b></li> <li>• <b><a href="#">Information Bulletin 103</a>, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical</b></li> <li>• <b>Circuit Card - Supplemental for Single Family Dwellings, <a href="#">DS-1179A</a></b></li> <li>• <b>Owner-Builder Verification, <a href="#">DS-3042</a></b></li> <li>• <b>General Application, <a href="#">DS-3032</a></b></li> </ul>

**I. APPROVAL REQUIREMENTS**

- A.** An Electrical Permit is required for the installation of an EVCS.
- B.** A Building Permit is required for EVCS that include the following:
  - 1.** New construction or alterations to a building or structure,
  - 2.** Alterations to existing accessible parking spaces, or
  - 3.** Addition of new accessible parking space(s).

**II. SUBMITTAL REQUIREMENTS**

**A. Forms**

- 1. General Application, ([DS-3032](#)).**
- 2. Owner-Builder Verification ([DS-3042](#)).**  
 If the property owner is doing the work, a separate Owner-Builder Verification form ([DS-3042](#)) must be completed and signed by the owner.
- 3. Circuit Card-Supplemental for Single Family Dwellings ([DS-1779A](#)).**  
 A Circuit Card will be accepted in lieu of electrical plans for installation in residential private garages; load calculations shall be included on the Circuit Card. See Section IIB, Item 1 below for additional information.

**B. Plans and Calculations**

**1. Single-Family/Duplex/Townhouse Residential Garages.**

Plans and calculations for an EVCS installed in a residential private garage (single-family, duplex or townhouse only) are not required for permit issuance. In lieu of plans, a completed City of San Diego Circuit Card ([DS-1779A](#)) will be accepted for residential private garages. Load calculations must be included on the Circuit Card. The Circuit Card must be provided at the site for the inspection staff.

**2. All Other Installations.**

For all other EVCS installations, two copies of plans and calculations are required for review and approval prior to permit issuance.

**a. Site Plan and Floor Plan.**

A site plan and/or a floor plan (if located inside a building) must be provided showing the following information:

- i. Existing building(s) and structure(s)
- ii. Existing parking spaces and proposed location of EVCS parking space(s)
- iii. Dimensioned layout of existing accessible parking spaces, including access aisles
- iv. Location and layout of proposed

- accessible EV charging station
- v. Elevation of the charging unit sufficient to demonstrate compliance with the reach ranges for side or front approach to the unit by persons with disabilities as required in the California Building Code
  - vi. All disconnects sizes, conduits and conductors routing/sizes, and location of panel/sub-panels connected to the EVCS system and the meter panel.

#### b. Electrical Plans and Calculations.

Electrical plans and calculations must be signed and stamped by a California registered Electrical Engineer or the licensed Electrical Contractor (C-10) who is responsible for the design and installation of the system. The electrical plans shall include the following information:

- i. Single-line diagrams showing the system, point of connection to the power supply and the charging unit(s)
- ii. Electrical load calculations
- iii. Electrical panel schedule
- iv. Manufacturers' data sheet for the listed charging equipment
- v. Amperage supplied to charge the electric vehicle

Charging an EVCS adds a significant and continuous load to electrical services and will impact the regional electrical distribution system. Therefore, it is important to provide accurate electrical load calculations. It is recommended that the customer shall consult with SDG&E prior to installation.

### III. FUTURE INSTALLATIONS

Where the scope of work includes only pre-wiring for a future installation of a EVCS, only an electrical permit is required to be obtained. The scope of work for a future installation must be limited to conduit/wiring and the termination of

conduit/wiring to a junction box. A separate permit will be required to be submitted for the installation of the actual charging station (EVCS). When the scope for a future installation includes the termination of the wiring to a receptacle or a charging station (pedestal), then the project will be reviewed as a EVCS .

### IV. OPTIONS FOR SERVICE

**A.** A no-plan review electrical permit for installation of an EVCS in a residential private garage (single-family, duplex or townhouse only) may be obtained by one of the following methods:

1. Online using our [Simple E-Permit](#) process;
2. Walk-in service at one of two locations: Please visit the department's website at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services) for a list of business hours.
  - a. Development Services Center at 1222 1st Avenue, 3rd Floor, or
  - b. Inspection Office at 9601 Ridgeway Court, 2nd Floor.

**B.** Electrical permits for EVCS requiring plans may be obtained over-the counter at the Development Services Center located at 1222 1st Avenue, 3rd Floor.

### V. FEES

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers [on-line payments](#) through OpenDSD. Payment may also be made in person by cash, check, debit card, Visa or MasterCard credit cards. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Due to space constraints, we are unable to store submitted plans awaiting fee payment.

**Please note that plan check fees and other administrative fees are non-refundable. Inspection fees may be refundable. See Refund Policy noted within [Refund Application Form DS-721](#) for additional refund information.**

**A. Residential Private Garage Installations**

Inspection (per EVCS) ..... \$139  
Records Fee.....\$20

**B. Future Installations**

See Information Bulletin 103 for fees for conduit/j-boxes and circuits.

**C. All Other Installations**

Where multiple EVCS are proposed and they are identical to each other, only one plan check fee will be charged as listed below. Inspection fees will be charged per each EVCS. Fees are as follows:

Plan Check (per unique EVCS)..... \$223  
Inspection (per EVCS) ..... \$207  
Records Fee.....\$60

Hourly charges may be added for additional plan reviews and/or inspections.

**VI. INSPECTIONS**

Provide the following at the time of inspection:

- A.** Access shall be provided to all equipment including the electrical service equipment that supplies power to the EVCS. Inspectors are not authorized to open energized electrical equipment. A responsible person shall be present to open any live electrical equipment for inspection.
- B.** In addition to all plans and calculations, the EVCS manufacturer’s installation instructions shall be provided on site.
- C.** All plans and documents listed above must be provided for residential private garages on site.
- D.** When applicable, the approved perforated set of plans must be available on site.