

# **Electric Vehicle Charging Station (EVCS) Commercial, Industrial, and Multi-Family Housing Plan Submittal Checklist**

## **Purpose**

This handout summarizes the requirements for a complete plan review submittal for new Commercial, Industrial, and Multi-Family buildings EVCS installations.

## **Plan Submittal for Construction**

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>
  - Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal.
- Existing and proposed site plan including location of existing and proposed EVCS, panelboard, and service equipment.
- Indicate levels of EV charging; level 1, level 2 and level 3 EVCS are allowed in commercial and multi-family properties.
- Provide accessibility features associated with proposed EVCS meeting the requirements of the California Building Code in affect at the time of submittal of building permit application.
- Provide EVCS manufacturers cut sheets.
- Provide elevation plan or photo with dimensions.
- Existing and proposed preliminary landscape plan demonstrating landscape impacted by proposed project.  
Demonstrate compliance with Dublin Municipal Code (DMC) Chapter 8.72 (Landscape and Fencing Regulations).

- Existing and proposed floor plans (when EVCS is proposed in a garage).
- Architectural and structural plans, stamped and signed by a licensed design professional.
- Structural calculation sets, stamped and signed by the licensed professional (as necessary).
- Title 24 energy calculation sets signed by energy designer and owner.
- Provide single-line diagram showing existing and added electrical loads with calculations.\*
- Geotechnical reports (as necessary).
- Parking plan including demonstration of compliance with the following:
  - Parking development standards (DMC Section 8.76.070)
  - Traffic visibility area (DMC Section 8.72.030A.24)
- Complete permit application. [Permit Application Form](#)
- Plan check fees payment. For information on the fees, refer to the most current [Master Fee Schedule](#).
- The City may impose additional submittal requirements based upon previous entitlements or site-specific circumstances.
- Calculated load of chargers is considered continuous loads. Overcurrent protection device shall have a rating of not less than 125% of the minimum load.

**Only plans prepared by a California licensed professional (architect or engineer) will be accepted.**

## **Plan Check Time**

Allow for 15 workdays on each submittal.

## **Permit Issuance**

Notification will be made by the Permit Technician once the plan review is completed and approved. Proof of the following items will be necessary prior to permit issuance:

- City of Dublin business license.
- Contractor's license.
- Worker's compensation insurance.
- Prior approval of the Waste Management Plan and/or Performance Security Bond (if valuation is greater than \$100,000).

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The third set will be forwarded to the County's Assessor's Office.

## **Questions**

Contact the **Building & Safety Division** at (925) 833-6620 for inquiries on plan check, building fees, and school district fees. Project information such as valuation cost and new square footage area will necessary to provide estimates on fees.