

EV Charging Station Permit Planning Tool

A Guide to Successful Electric Vehicle Charging Station Permit Procurement in California

Permits are required by California law to ensure public health, safety, and protect existing property. A streamlined permitting process means a shorter road to construction and more opportunities for investment. This guide outlines the steps of permit procurement for deploying Electric Vehicle (EV) charging infrastructure in California, from early project communication to application components to review and approval.

Note that an Authority Having Jurisdiction (AHJ) may be a federal, state, local, or other regional department or individual depending on your area. It could be a fire marshal and/or the respective building permit department. Though specifics vary by the AHJ, all processes are aided by early planning and continuous communication. Additional documentation and filings may be necessary (e.g., CEQA, AB 970 planning and zoning documents), depending on your location. This planning tool may not reflect all requirements or steps in obtaining appropriate permits and serves as a quick resource to help commercial fleets get started.



1 PROJECT PLANNING

- **Engage Your Utility.** Discuss electrical work requirements and the associated timelines. Grid connection processes and expectations for California's five largest utilities can be found on pages 47-50 of the Governor's Office's [Permitting Guidebook](#).
- **Determine and Contact Your AHJ.** This step may occur once a project site has been secured, following a period of site negotiations and contract development. If you lease the proposed site, then relevant decision makers must provide approval. The property owner must give approval through right of access or easement.
- **Engage Relevant Local Departments.** Engage with those involved in EV readiness to familiarize yourself with your AHJ's readiness plans, necessary submittals, fees, etc.



2 AHJ REQUIREMENTS

Outline scope and contact relevant stakeholders.

- Check for your region's [AB 1236](#) compliance on the [Permit Streamlining Map](#). If compliant, **find your AHJ's checklist** linked on the map. In compliant districts, completing the checklist before submission will result in expedited review.
- **Request pre-application meetings** with the site owner, AHJ representatives, or other necessary players to **uncover concerns upfront**. Consider parking, right-of-way, clearance, aesthetics, ordinances, utility upgrades, critical power requirements and past project experience.
 - Where necessary, obtain a letter from the property owner providing right of access or easement.
 - Obtain preliminary construction drawings.



3 APPLICATION

Create plan and schedule meetings with key players.

- **Necessary documents** may include site plans, final construction drawings, electrical diagrams, load calculations, EVSE layouts, and installation instructions. **Pay special attention to any potential health and safety concerns.**
- **Submit application to your local permitting office** for review when all documents are complete. Electronic submission and signatures may be valid where explicitly allowed.
- **Pay any permit application fees** (varying by AHJ) and any fees required by the Planning Department.



Submit documentation to AHJ and pay fees.

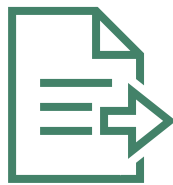


4

BUILDING REVIEW

- **Cities and counties within AB 136 compliance districts** have a complete permitting checklist to support expedited and streamlined permit processing for EV Charging Stations.
- The AHJ will give a **deficiency notice and complete set of comments** if application requires revisions.

Respond to building review and iterate with AHJ.



5

REVIEW & RESUBMISSION

- **Meet with jurisdiction representatives** or others if needed.
- **Address all revisions** completely and resubmit for review.
- This cycle of comments and revisions repeats until no further changes are required.

Respond to application review and iterate with AHJ.



6

PROJECT APPROVAL

- Once the application is fully complete, **permit and construction approval may be received within 15 business days** (though AHJs with integrated utilities often require more time).
- **Selection of a General Contractor.** General Contractor will pick up the building permit once all fees are paid.

Proceed with construction upon approval.



TIPS & CONSIDERATIONS

- Balance detail and simplicity.
 - ✓ Include only the information requested to show compliance.
- Engage with your utility early.
 - ✓ Clear communication will ensure smoother infrastructure deployment.
- Working with DC Fast Chargers? If complex trenching is needed, ask your AHJ about special encroachment permits. DCFC requirements may involve extra time and should be planned for early.
- While timelines vary by project and AHJ, the full procurement process may take 3 - 9 months.

For more information on EV charging station permitting, review the California Governor's Office of Business and Economic Development's [Electric Vehicle Charging Station Permitting Guidebook](#).



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