



EV CHARGING SYSTEMS

Required Submittal Documents and Information

This information is provided to guide applicants through the streamlined permitting process for Electric Vehicle Charging Systems (EVCS).

Depending on your Electric Vehicle Charging System (EVCS) needs, building permits are required if work needs to be performed to upgrade, modify or replace your electrical panel, outlets, or to add a second meter to your building.

Electric Vehicle Charging System (EVCS) Permit Application Guidance:

1. Research the charging specifications from the vehicle manufacturer.
2. Have your electrical system assessed by a licensed electrician for capacity and to determine if upgrades or modifications are needed. For safety reasons, it may be required to have a dedicated circuit for EVCS. Building permits are required if work needs to be performed to modify, upgrade or replace your electrical panel, outlets, or to add a second meter. There are three levels of electric vehicle charging systems (EVCS) for residential and commercial installation:
 - a. **Level 1** (120 V AC, 15/20 A) charging systems are smaller units that plug directly into a standard 120 volt receptacle outlet. These types of chargers do not usually require a permit from the Building Inspection Division, unless there are changes to the electrical system to provide the 120 volt receptacle. Any changes to an electrical system will require a permit prior to commencing work.
 - b. **Level 2** (208/240V AC, 40 A) charging systems require a 240 volt electrical circuit. Level 2 charger installations typically require an electrical permit and inspections of the installation. Any changes to an electrical system will require a permit prior to commencing work. You will need to provide some basic information demonstrating electrical service capacity for the added load in order to obtain the permit.
 - c. **Level 3** (500 V DC) Rapid charging systems. *For commercial use only

3. Verify that the vehicle will fit completely on your property while charging; while charging, vehicle must be clear of sidewalk/curb. When attached to the side of a building, the charging system must be at least 3' from the property line.
4. Contact PG&E to apply for service and for help on charging levels & rate options. Call 1-(877) 743-7782.
5. A Building Permit is required from Napa County PBES Building Division to install an Electrical Vehicle Charging Station (EVCS) if work needs to be performed to upgrade, modify or replace your electrical panel, outlets, or to add a second meter to your building.
 - a. Submit completed application, including all submittal requirements specified in this guide, to Napa County PBES, Building Division at 1195 Third Street, Suite 210, Napa, CA 94559; contact Napa County PBES to inquire about electronic application submission instructions or for application submission questions, by email building@countyofnapa.org or call (707) 253-4417.
 - b. Permit Fees: For current permitting fees please contact PBES, 707-253-4417.
 - c. Approval limited to health and safety review; EVCS project review limited to health and safety requirements found under local, state, and federal law.
 - d. Approval is limited and not subject to approval by an association (as defined in Section 4080 of the California Civil Code), for building permit approval.
 - e. If steps 1-5 are completed and verified for a qualifying EVCS, a permit may be issued on same day as applied for.
6. Obtain a final inspection from the County of Napa once permitted work is complete; follow the instructions provided for the Automated Inspection Scheduling system and call (707) 253-4416. Instructions are available on the County website at: <https://www.countyofnapa.org/DocumentCenter/View/16714/IVR-Inspections-and-Select-Text-Guide-Flier-PDF?bidId=>

Key Priorities and Considerations for Electric Vehicle Charging System Inspections:

- What type of electric vehicle charging system (EVCS) is being installed (i.e. Level 1, Level 2 or Level 3 (High-Power DC fast-charging station))?
- Where is the EVCS located in relation to the charging location and the service of supply source?
- Is the EVCS listed by an NRTL and are the installation instructions available for reference?
- Is the EVCS going to be cord-and-plug connected (and so listed) or direct wired to an individual branch circuit?
- What amount of voltage and current is required for the type of EVCS (nameplate information)?
- Is the EVCS securely mounted on the structure and individual branch circuit wiring installed per current California Electrical Code?
- Is the properly sized equipment grounding conductor connected and proper overcurrent protection provided?
- Does the service or source have adequate capacity for the load served?
- Are separate utility meter(s) and/or service disconnecting means installed for special utility rates?



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PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Residential Interior Wall Mounted Systems

Units which are designed to plug into existing 20amp outlets and do not require separate branch circuits, do not require a building permit. For all other residential interior installations requiring any work to be performed to upgrade, modify or replace your electrical panel, outlets, or to add a second meter, a permit is required. Please provide the following:

1. Two (2) copies of a floor plan identifying the structure & rooms there in. Show the location of the service panel and proposed location of the EV system
2. One (1) copy of the EV Charging Station Worksheet
3. Two (2) copies of the cut sheets for all equipment being installed
4. One (1) copy of the Building Permit Application (Residential or Commercial).

Exterior Wall Mounted Systems & Pedestal Systems

For residential and commercial projects, please provide the following information: *

1. Three (3) copies of a site plan identifying all structures. Identify all parking areas and any unique features of the site. Show the location of the service panel, proposed location of the EV system and trenching. (Note: Commercial projects must be designed by a California licensed architect and shall identify paths of travel and ADA parking areas, if they exist.)
2. One (1) copy of the EV Charging Station Worksheet
3. Two (2) copies of a single line electrical drawing for new connections.
4. Two (2) copies of the cut sheets for all equipment being installed
5. One (1) copy of the Building Permit Application (Residential or Commercial).

* Depending on your particular installation, additional documents may be required.

For electronic document submission instructions, please email: Building@countyofnapa.org



A Tradition of Stewardship
A Commitment to Service

EV CHARGING STATION WORKSHEET

For Passenger Vehicles & Trucks

A completed copy of this form must be submitted along with your application for an Electric Vehicle Charging Station. Incomplete or illegible forms will delay your submission.

(Please Print Clearly)

PROPERTY DESCRIPTION

Parcel Number:		Site Address:	
Property Owner:			
Property Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		Is Property in a Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Charger Station Usage : <input type="checkbox"/> Private <input type="checkbox"/> Public ¹ <input type="checkbox"/> Commercial/Business ¹		Number of Stations Being Installed:	

Footnote 1: For public or commercial/business installations. Also see CBC Sec. 11B.228.3 for accessibility requirements.

UNIT INFORMATION

SAE Classification: <input type="checkbox"/> Level 1 - 120V AC <input type="checkbox"/> Level 2 - 208/240V AC <input type="checkbox"/> Level 3 - 500V DC	Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Manufacturer:
	Type: <input type="checkbox"/> Wall mount <input type="checkbox"/> Pedestal	Model Number:
	Ventilation Required: <input type="checkbox"/> Y <input type="checkbox"/> N	Listing Agency:

ELECTRICAL SERVICE

Existing Main Breaker Size:	Amps	Service Upgrade Required: <input type="checkbox"/> Y <input type="checkbox"/> N	Existing Solar or Wind <input type="checkbox"/> Y <input type="checkbox"/> N
EV Branch Circuit Size:	Amps	New Service Size:	Amps
Sub Panel Size:	Amps	New Sub Panel Size:	Amps
			Existing Generator <input type="checkbox"/> Y <input type="checkbox"/> N
			Generating Capacity: Kw

INSTALLATION PROFESSIONAL

Company Name:		License #:	
Mailing Address:		Class:	Expires:
		Phone Number:	
Contact Person:	eMail:		

