

# BUILDING DEPARTMENT

Town of Los Altos Hills

<http://www.losaltoshills.ca.gov/>

## **ELECTRIC VEHICLE CHARGING SYSTEM GUIDELINES**

The purpose of this guideline is to assist permit applicants in the permitting and inspection process for residential EVCS. Our goal is to provide you with the quickest turnaround time possible, consistent review and inspections.

The information provided in this document is general in nature and intended as a guide. Each home is unique and additional requirements may be required as deemed appropriate. All plans, forms and documents can be submitted in-person or via email to [PERMITS@LOSALTOSHILLS.CA.GOV](mailto:PERMITS@LOSALTOSHILLS.CA.GOV)

### **ADMINISTRATIVE REVIEW**

Town of Los Altos Hills encourages the installation of EV chargers by offering a streamlined permitting and inspection process in compliance with AB 1236 and the Municipal Code Chapter 11 of Title 8 that further streamlines its approval process for qualifying EVCS.

Building permit applications for EV charger systems that meet the eligibility requirements can be submitted via email or in person. The permits will be processed in two (2) weeks.

EVCS permit applications will be subject to the following:

- Administrative approval, no Planning Dept. review.
- Approval limited to health and safety review

### **SUBMITTAL INFORMATION**

#### **BUILDING PERMIT APPLICATION**

- Expedited EV Permit & Checklist
- Fill Permit Application ([Link](#))

#### **GENERAL REQUIREMENTS**

- Plan shall be printable at 11"x 17" minimum and a maximum of 30"x 42" or provide digital copies via email to [permits@losaltoshills.ca.gov](mailto:permits@losaltoshills.ca.gov)
- Site Plan and electrical plan with a single-line diagram
- Floor Plans, if equipment is installed indoors (including garage).
  - Identify location of proposed equipment, including panelboards and standalone disconnects.
- Manufacturer's Equipment Specification Sheets and Installation Instructions
- Electric Load Calculation Worksheet

## APPLICABLE FEES

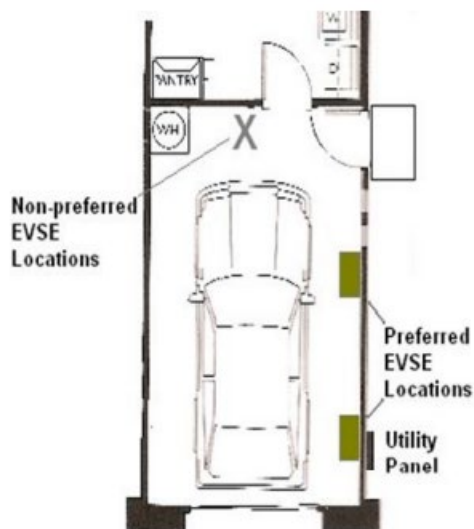
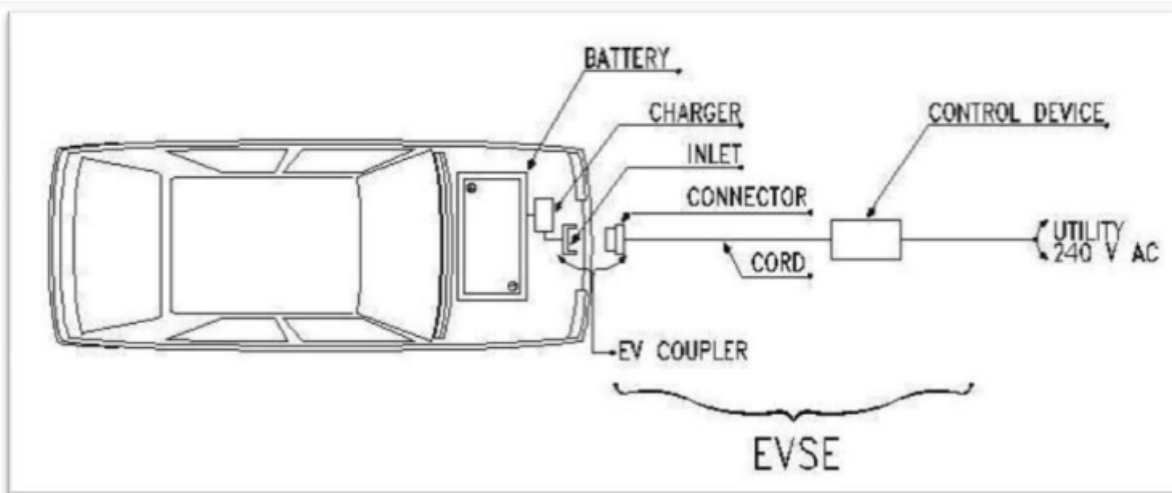
Mechanical, Electrical and Plumbing Permits	
All Projects Base Fee	\$180
All Projects - Modifier	0.9% of project valuation
Plan Review Fee	65% of Permit Fee

## INSPECTION INFORMATION

Only one (1) inspection shall be required and performed by the Building Division for electric vehicle charging systems. During the required inspection, if it is found that the installation does not conform to the approved plans and/or comply with the current California Building Code and/or California Electrical Code requirements, then an additional follow-up inspection, or inspections, shall be required. If an electric vehicle charging station system fails inspection, a subsequent inspection is authorized.

**THE BUILDING DIVISION INSPECTION SHALL BE SCHEDULED WITHIN THREE (3) BUSINESS DAYS, UPON REQUEST, AND MAY INCLUDE CONSOLIDATED INSPECTIONS.**

## SAMPLE DRAWING





# RESIDENTIAL Eligibility Checklist for Expedited EVCS

*This checklist is provided to determine if your application is eligible for expedited EVCS processing.  
If any item is checked NO, revise design, otherwise application must go through standard review process.*

Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)	Check one
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	
Level 2 – 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	
Other (provide detail): _____	Provide rating: _____	

PERMIT APPLICATION	Yes	No
A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor’s license #, phone numbers, etc.?		
B. Does the application include EVCS manufacturer's specs and installation guidelines?		

ELECTRIC LOAD CALCULATION WORKSHEET	Yes	No
A. Is an electrical load calculation worksheet included? (CEC 220)		
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required? 1) If yes, do plans include the electrical service panel upgrade?		
C. Is the charging circuit appropriately sized for a continuous load? (125%)		
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?		

SITE PLAN, FLOOR PLAN & SINGLE LINE DRAWING	Yes	No
A. Is a site plan and electrical plan with a single-line diagram included with the permit application?		
B. Is the site plan fully dimensioned and drawn to scale? 1) Showing location, size, and use of all structures 2) Showing location of electrical panel to charging system 3) Showing type of charging system and mounting		
C. If equipment is installed indoors (including garage), is a floor plan and electrical plan included with permit application? 1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.15 (C)), is a mechanical plan included with the permit application?		

COMPLIANCE WITH 2022 CALIFORNIA ELECTRICAL CODE (TITLE 24, PART 3)	Yes	No
A. Does the plan include EVCS manufacturer's specs and installation guidelines?		
B. Does the electrical plan identify the amperage and location of existing electrical service panel? 1) If yes, does the existing panel schedule show room for additional breakers?		
C. Is the charging unit rated more than 60 amps or more than 150V to ground? 1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS? (CEC 625.43)		
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)		
E. If trenching is required, is the trenching detail called out? 1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225) 2) Is the trenching in compliance of minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300)		