

# Checklist for Commercial Electric Vehicle Charging Stations

January 2023

## Submittal Checklist

- A completed building permit application. An application form is available online at: <https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>
- A site plan
- An electrical plan
- Equipment Manufacturer’s Installation Instructions

## Electronic Submittal Requirements

- PDF files of forms and plans listed above
- Submit all PDF forms and plans electronically to the Building Filedrop at: <https://share.elkgrovecity.org/filedrop/BuildingFileDrop>. Please reference the [Electronic Plan Review Policy](#) for submittal guidelines.

## PLAN REQUIREMENTS:

### Site Plan:

- Building footprints and landscaped areas
- Parking and circulation areas
- Show locations of any existing and all proposed EV stations, panels, and other service equipment
- Demonstrate compliance with accessibility provisions

### Electrical Plan:

- Electrical and equipment layout
- Single line diagram
- Electrical Load Calculations (Existing + New) and Panel schedule
- Demonstrate compliance with accessibility provisions

Total Number of EVCS At Facility	Minimum Number (by type) Of EVCS Required		
	Van Accessible	Standard Accessible	Ambulatory
1-4	1	0	0
5-25	1	1	0
26-50	1	1	1
>50	See CBC 2022 Table 11B-228.3.2.1		

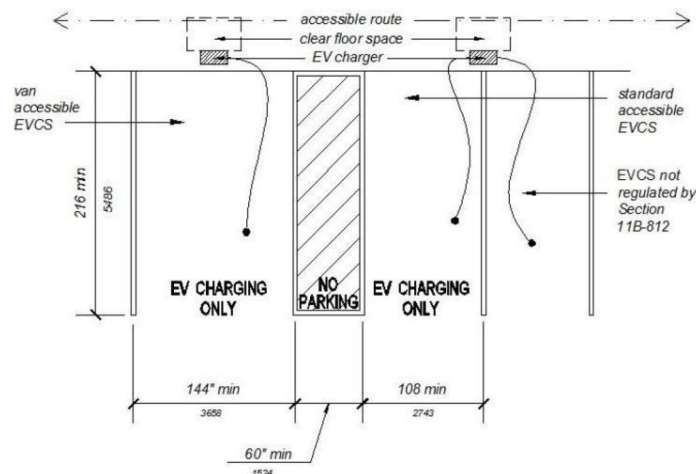


FIGURE 11B-812.9  
SURFACE MARKING