



Electric Vehicle Charging Stations

City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562

December 2019

This information bulletin describes the permitting and inspection process for the installation of an *Electric Vehicle Charging Stations (EVCS)* and shall comply with applicable code requirements, regulations, the Murrieta Municipal Code (MMC), and Gov. Code [§65850.7](#).

If you have any questions on how the permitting process works, please contact the Community & Project Assistance Center at (951) 461-6062.

I. PERMITTING BACKGROUND

What is an *Electric Vehicle Charging Station (EVCS)*?

EVCS or *charging station* means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

Who reviews the permitting for an *EVCS*?

The Building Official shall administratively approve an *EVCS* system. If a **Specific, Adverse Impact** is identified upon the Public's Health and Safety, an application for a Minor Conditional Use Permit (MCUP) would be required pursuant to the provisions of Chapter 16.52.

Also, it is recommended that the customer consult with the local electrical utility provider (So. Cal. Edison) prior to installation.

Examples of Specific, Adverse Impacts:

- The *EVCS* facility will result in a net reduction in parking stalls (traffic, GHG, air quality impacts); or,
- The *EVCS* facility includes the creation of pedestrian access issues from the installation of equipment; or,
- The *EVCS* facility includes equipment that has been identified to have potential noise or vibration issues; or,
- The *EVCS* facility would create new lighting and/or glare issues from equipment, or require removal of lighting from a public safety perspective.

Documents Referenced in this Information Bulletin

- Gov. Code [§65850.7](#)
- Building Permit Application [DS-147](#)
- Building Plan Review Application [DS-148](#)
- Residential EV Charger Guidelines [DS-149](#)
- Checklist for EV: MFR; [DS-150](#)
- Checklist for: Non-Res. Bld.; [DS-151](#)
- MMC Section [16.52](#)

What happens if there is this type of potential impact?

An application for a MCUP pursuant to the provisions of Chapter 16.52 of the MMC would be required. Please note: **This stops the timeframe for ministerial review of the permit.**

II. HOW DO I SUBMIT AN APPLICATION?

Applications will be accepted through the building permit intake review process.

EVCS Application Types:

- Residential Guidelines, DS-149
- Multi-Family Dwellings, DS-150
- Non-Residential, DS-151

Submittal materials include a complete permit application which includes design drawings and design calculations that allow for an expedited, streamlined plan review and permitting process.

Small Residential:

- Three complete sets of plans w/ calculations (Service Load Calculations), application, and checklist for an *EVCS* installed in a residential private garage (single-family, duplex or townhouse only) are required for permit issuance.

All other *EVCS* installations:

- Four complete sets of plans w/ calculations, application, and checklist are required for review and approval prior to permit issuance.
- A site plan and/or floor plan (if located inside a building).

III. WHAT ABOUT FUTURE EV INSTALLATIONS?

Where the scope of work includes only pre-wiring for a future installation of an *EVCS*, an electrical permit is required. The scope of work for a future installation must be limited to conduit/wiring and the termination to a junction box. A separate permit will be required for the installation of the actual charging station. When the scope for a future installation includes the termination of the wiring to a receptacle or a charging station (pedestal), then the project will be reviewed as an *EVCS*.

IV. HOW LONG WILL PLAN CHECK TAKE?

Depending upon workload, processing of the initial complete permit application will take 5 to 8 business days.

V. AFTER PLAN CHECK IS COMPLETE, HOW DO I OBTAIN THE PERMIT?

The applicant will be notified after plan check approval that the permit is ready to be issued.

A licensed contractor, owner-builder or their authorized agent as applicable may obtain a building permit and any fees due would apply at time of issuance.

VI. WHAT ARE THE FEES?

EVCS application and permit fees shall apply as a building permit. This covers City costs associated with plan review and inspection.

VII. WHY DOES THE CITY INSPECT AN EVCS INSTALLATION?

Inspections ensure that the system is installed per approved plans and consistent with state and local building code requirements. Also, if you are installing a system please ensure the following at the time of inspection:

- Access to all equipment including the electrical service equipment that supplies power to the *EVCS*.
- In addition to all plans and calculations, the *EVCS* manufacturer's installation instructions shall be provided on-site.
- All plans and documents listed on page one must be provided for small residential private garages on-site.
- Approved plans must be available on-site.

VIII. OPTIONS FOR SERVICE

EVCS application materials are available on the city's Building Division website at <https://www.murrietaca.gov/172/Forms-Handouts>

Questions relating to *EVCS* permitting may be submitted to the Community & Project Assistance Center via:

Email evchargingpermits@murrietaca.gov

Phone (951) 461-6062

Appointments are recommended for over-the-counter *EVCS* application submittals as applicable.

Telephone (951) 461-6062 / evchargingpermits@murrietaca.gov to schedule an appointment.