



Town of Tiburon

1505 Tiburon Boulevard
Tiburon, California 94920
Building Division (415) 435-7380
building@townoftiburon.org

ELECTRIC VEHICLE CHARGING STATION APPLICATION CHECKLIST AND SUBMITTAL REQUIREMENTS

Purpose

This information sheet explains the permit process and fees for the installation of an electric vehicle charging station, per [Tiburon Municipal Code Title IV, Chapter 13, Article V](#). Electric vehicle charging stations that are eligible for the expedited permitting process with the Building Division are the following:

Any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the 2022 California Electrical Code, or successor sections thereto, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

Building Permit Fees

Fees shall be based on the Town of Tiburon Building Division Fee Schedule.

Inspection

On-site inspection can be scheduled by calling the Building Division at (415) 435-7380. Approved plans and inspection card must be on site for the inspector. Inspections are scheduled Monday through Thursday.

Submittal Process and Review

The application and submittal requirements can be submitted to the Building Division for review by email to building@townoftiburon.org which can typically be reviewed over the counter by the Building Official at the Building Department on Monday through Thursday from 8:00 AM to 10:00 AM. The information needed for a complete application is set forth below. Incomplete submittals will not be accepted.

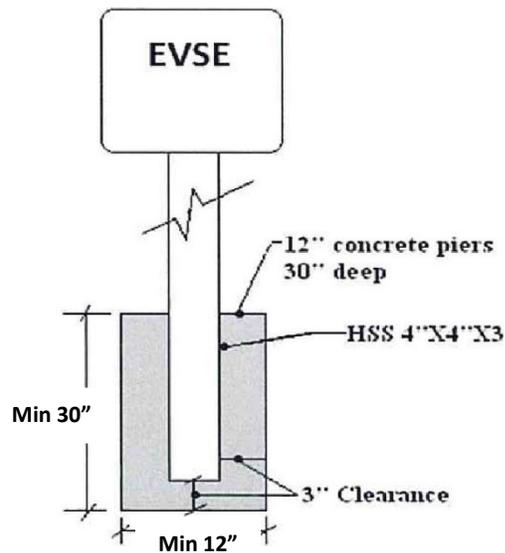
- A completed Building Permit Application Form
- Site plan on 11x17 size paper, address, scope of work, plan preparer signature, installation instructions, and service load calculation worksheet:
 - For Electric Vehicle Charging Equipment (EVSE) rated greater than 40 Amp, or that requires an overcurrent protection device (circuit breaker) greater than 50 Amp, a utility review/approval prior to submittal to Building Division for electric permit is required.
 - Provide EVSE/connector, receptacle and the while-in-use receptacle enclosure manufacturer's installation instructions with submittal.

- Provide a job specific site plan showing the location of the building, street name, all EVSEs and receptacle locations, electric service, conduit location, disconnects and the existing premise wiring electrode, and existing or proposed electric meter location.
- Include load calculations per 2022 CEC Article 220. The EVSE must be calculated at 125%. Attachment detail for post/bollard installations if applicable.

Public USE and Common Use Accessible Electric Vehicle Charging Stations shall demonstrate compliance with 2022 California Building Code Section 11B-228,3.

A single line diagram must be included in the submittal with the following information:

- Wire size, insulation type, distance of the wires (include the equipment grounding conductor EGC)
- Size of the overcurrent device (e.g. circuit breaker)
- Conduit size type and location
- The manufacturer and model of all EVSEs, connectors and receptacles
- The manufacturer and size of the main electric panel, distribution panels (sub panels) and disconnects.



EVSE mounted on metal post minimum requirements

Building Division	EVSE - THREE LINE DIAGRAM	RESIDENTIAL	REV.5-17-17
<p> Voltage: _____ Amps: _____ Phase: _____ Manufacturer: _____ EVSE Breaker Size: _____ Wire Distance: _____ </p> <p> Main Electrical Panel </p> <p> Verify existing grounding electrode </p> <p> • Contractor to be on site with torque wrench & torque screwdriver </p>	<p> Conduit type: _____ Conduit Size: _____ Wire type: _____ # of wires: _____ Wire Size: # _____ Equipment Ground: # _____ Wire Distance: _____ </p> <p> Sub Panel </p> <p> AMPS: _____ Manufacturer: _____ EVSE Breaker Size: _____ </p>	<p> Conduit type: _____ Conduit Size: _____ Wire type: _____ # of wires: _____ Wire Size: # _____ Equipment Ground: # _____ Wire Distance: _____ </p> <p> Disconnect </p> <p> (IF REQ.) MFG _____ SIZE _____ </p>	<p> Conduit type: _____ Conduit Size: _____ Wire type: _____ # of wires: _____ Wire Size: # _____ Equipment Ground: # _____ Wire Distance: _____ </p> <p> EVSE </p> <p> Manufacturer: _____ Model: _____ <input type="checkbox"/> Wall mounted or <input type="checkbox"/> Pedestal </p>