



Building Division
1505 Tiburon Boulevard, Tiburon, CA 94920

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ELECTRIC VEHICLE CHARGING STATION APPLICATION CHECKLIST AND SUBMITTAL REQUIREMENTS

(Tiburon Municipal Code Title IV, Chapter 13, Article V)

Purpose

This information sheet explains the permit process and fees for the installation of an electric vehicle charging station. 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 2016 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

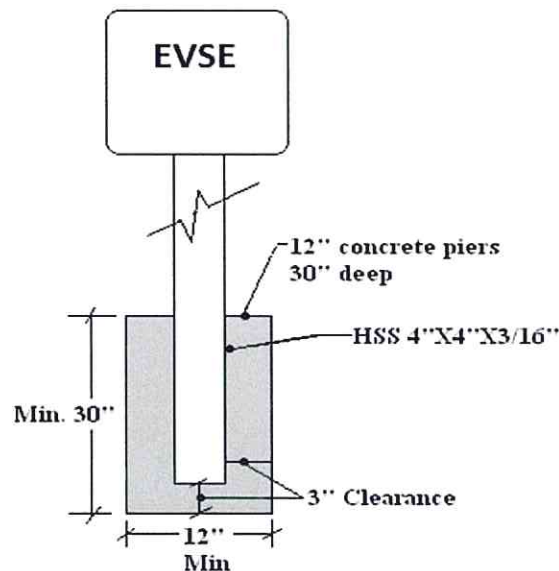
The system must be inspected before final approval is granted. On-site inspection can be scheduled by calling the Building Division at (415) 435-7380. Approved plans and inspection card must be on site for the inspector. Inspections are scheduled Monday through Thursday.

Submittal Process and Review

The application and submittal requirements can be submitted to the Building Division for review by *email* to electricvehiclechargingstations@townoftiburon.org, by fax to (415) 435-7395, or in person, which can typically be reviewed over-the-counter by the Building Official at the Building Division on Monday through Thursday from 7:00 AM to 9:30 AM. The information needed for a complete application is **set forth below**. Incomplete submittals will not be accepted.

- **A completed Building Permit Application Form**
- **Three (3) sets of drawings**
 - For Electric Vehicle Charging Equipment (EVSE) rated greater than 40 Amp, or that require 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 2016 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 2017 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; and
 - 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
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Voltage: _____
 Amps: _____
 Phase: _____
 Manufacturer: _____
 EVSE
 Breaker
 Size: _____
 Wire Distance: _____

Conduit type: _____
 Conduit Size: _____
 Wire type: _____
 # of wires: _____
 Wire Size: # _____
 Equipment
 Ground: # _____
 Wire
 Distance: _____

Conduit type: _____
 Conduit Size: _____
 Wire type: _____
 # of wires: _____
 Wire Size: # _____
 Equipment
 Ground: # _____
 Wire
 Distance: _____

Conduit type: _____
 Conduit Size: _____
 Wire type: _____
 # of wires: _____
 Wire Size: # _____
 Equipment
 Ground: # _____
 Wire
 Distance: _____

AMPS: _____
 Manufacturer: _____
 EVSE
 Breaker
 Size: _____

(IF REQ.)
 MFG _____
 SIZE _____

Manufacturer: _____
 Model: _____
 Wall mounted
 or
 Pedestal