

## Electric Vehicle Charging Station (EVCS) Commercial, Industrial, and Multi-Family Housing Plan Submittal Checklist

### Purpose

This handout summarizes the requirements for a complete plan review submittal for new Commercial, Industrial, and Multi-Family buildings EVCS installations.

### Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home>
  - Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal.
- Existing and proposed site plan including location of existing and proposed EVCS, panelboard, and service equipment.
- Indicate levels of EV charging; level 1, level 2 and level 3 EVCS are allowed in commercial and multi-family properties.
- Provide accessibility features associated with proposed EVCS meeting the requirements of the California Building Code in affect at the time of submittal of building permit application.
- Provide EVCS manufacturers cut sheets.
- Provide elevation plan or photo with dimensions.
- Existing and proposed preliminary landscape plan demonstrating landscape impacted by proposed project. Demonstrate compliance with Dublin Municipal Code (DMC) Chapter 8.72 (Landscape and Fencing Regulations).
- Existing and proposed floor plans (when EVCS is proposed in a garage).
- Architectural and structural plans, stamped and signed by a licensed design professional.
- Structural calculation sets, stamped and signed by the licensed professional (as necessary).
- Title 24 energy calculation sets signed by energy designer and owner.
- Provide single-line diagram showing existing and added electrical loads with calculations.\*
- Geotechnical reports (as necessary).
- Parking plan including demonstration of compliance with the following:
  - Parking development standards (DMC Section 8.76.070)
  - Traffic visibility area (DMC Section 8.72.030A.24)
- Complete permit application. [Permit Application Form](#)
- Plan check fees payment. For information on the fees, refer to the most current [Master Fee Schedule](#).
- The City may impose additional submittal requirements based upon previous entitlements or site-specific circumstances.
- Calculated load of chargers is considered continuous loads. Overcurrent protection device shall have a rating of not less than 125% of the minimum load.

**Only plans prepared by a California licensed professional (architect or engineer) will be accepted.**

### Design Criteria

The City of Dublin has adopted the following codes and amendments:

2025 California Building Code  
2025 California Mechanical Code  
2025 California Electrical Code

2025 California Plumbing Code  
2025 California Fire Code  
2025 California Wildland-Urban Interface Code  
2025 California Energy Code  
2025 California Green Building Standards Code  
Wind load design factor:  $V_{ult} = 92$  mph, exposure  
based on geographical location  
Seismic design category: D<sub>2</sub>  
Climate Zone: 12  
<https://dublin.ca.gov/148/Currently-Used-Codes>

## Plan Check Time

Allow for 10 business days on each submittal.

## City Business License

Contractor's business license must be valid with the City. Applications and renewals will be through the HdL Portal: <https://dublin.hdlgov.com/>

For business license assistance please email or call the following:

- Email Support: [Dublin@HdLGov.com](mailto:Dublin@HdLGov.com)
- Phone Support: (925) 359-2952

## Permit Issuance

Notification will be made by the Permit Technician once the plan review is completed and approved. Proof of the following items will be necessary prior to permit issuance:

- City of Dublin business license.
- Proof of current contractor's license / business license / Worker's Compensation insurance (for contractors only)
- Prior approval of the Waste Management Plan and/or Performance Security Bond (if valuation is \$100,000 or greater/\$1,000,000 or greater)

Please print the necessary documents (permit record, approved forms, all stamped construction documents, and inspection record card).

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a set on file. The third set will be forwarded to the County's Assessor's Office.

## Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check and building fees. Project information such as valuation cost and new square footage area are necessary to provide estimates on fees.