

# Electric Vehicle Charging Stations Permit Streamlining

This info-bulletin describes the expedited permitting process for the installation of an Electric Vehicle Charging Station, pursuant to Carlsbad Municipal Code §18.22 and Govt. Code [§65850.7](#), as amended by [AB 1236](#) in 2015.



## BACKGROUND

An Electric Vehicle Charging Station (EVCS) is, essentially, equipment that connects an electric vehicle to a source of electricity to recharge. EVCS' can be in the garage of a single-family home for personal use or located in the parking lot of a local shopping center where multiple users can connect.

On Oct. 7, 2015 Assembly Bill [AB 1236](#) was signed into law, requiring local jurisdictions to adopt an ordinance that provides for an expedited, streamlined permitting process for EVCS installations. In response, the city amended its code to add Chapter 18.22 to its Building Code, which established an administrative review process for EVCS installations. Chapter 18.22 works in concert with Carlsbad Municipal Code (CMC) [§18.21.140](#) of the Green Building Standards Code, which establishes minimum EVCS installation requirements.

## ELIGIBILITY

Any EVCS that is designed and built consistent with Article 625 of the CA Electrical Code is eligible for administrative review under this program. Basically, anything that is installed/wired for charging an electrical vehicle is eligible.

There are, however, some limited exceptions when an EVCS installation is not eligible. Under the city code, if the Building Official finds that an installation may result in a "specific, adverse impact" to the public's health and safety, approval of an Minor Site Development Plan would be

---

### Documents Referenced

Carlsbad EV Streamlined Permitting; [Website](#)  
Building Permit Application (residential) [B-1](#)  
Building Permit Application (commercial/mixed use) [B-2](#)  
Single-Family Install Checklist [B-65A](#)  
Multi-Family Install Checklist; [B-65B](#)  
Non-Residential Installations; [B-65C](#)

---

required pursuant to the provisions of [CMC §21.06](#). Examples may include removing safety lighting, blocking pedestrian pathways, locating equipment near sensitive receptors or natural habitat.

## DEVIATIONS FROM STANDARDS

The city understands that citywide development standards may not make sense given site specific conditions. As such, the city's EVCS code provides applicants with a process to deviate from certain development regulations through approval of a Minor Site Development Plan. Such deviations may include the following:

- Reduction in the minimum number of required parking stalls (Note: converting a conventional parking stall into an EVCS parking stall does NOT constitute a reduction in the number of existing parking stalls).
- Allowances for reasonably sized electronic advertising signs/displays within the charging units.
- Deviations from site design standards.

## ADMINISTRATIVE APPLICATION PROCESS

A complete EVCS application will include the following fillable forms and materials.

- Building permit application (Form [B-1](#) for residential installation and Form [B-2](#) for commercial, industrial or mixed-use installation).
- Completed checklist for the type of installation proposed (Form B-65A for residential installs, B-65B for multi-family, and B-65C for commercial, industrial and mixed use). These checklists substantially follow the Plug-In Electric Vehicle Infrastructure Permitting Checklist contained in the Governor's Office of Planning and Research [Zero Emission Vehicles in California: Community Readiness Guidebook](#) and is purposed to augment the guidebook's checklist.

- EVCS design drawings and calculations, including electrical system capacity and loads; electrical system wiring, bonding and overcurrent protection; building infrastructure affected by charging station equipment and associated conduits.
- Payment of the permit fee, which will be charged as an “Electrical Permit” that is currently \$175. However, please check the city’s Fee Ordinance for fee updates.

Once ready, the application packet can be submitted to the Building Division either electronically or in person.

- If by email, please send completed PDF forms to [Building@carlsbadca.gov](mailto:Building@carlsbadca.gov). Please include “EXPEDITE: EVCS Permit Application” in the subject line; or,
- If by fax, please send completed PDF forms to 760-602-8560. Please include “EXPEDITE: EVCS Permit Application” on the cover sheet; or,
- If by person or mail, our address is: Community Development Department - Building Counter, 1635 Faraday Avenue, Carlsbad, CA 92008

The expedited review time for an EVCS permit is typically 2 to 5 business days. Once the application has been approved, the EVCS permit will be emailed to the licensed contractor, owner-builder or authorized agent and construction work can commence. Alternatively, the permit can be picked up at the Faraday office.

Following permit review, should the Building Official determine that there are specific, adverse impacts to public health and safety, the applicant shall have 10 days following written determination to appeal the decision to the Planning Commission.

## SITE DEVELOPMENT PLAN PROCESS

If it is determined that the proposed EVCS will result in adverse impacts and/or a deviation from development standards is requested, an application for a Minor Site Development Plan (Form [P-2](#)) should be filed. To expedite review and maximize permit issuance success, applicants are encouraged to first discuss the project with city staff through the department’s Preliminary Review Process (Form [P-14](#)).

The Minor Site Development Permit is considered an administrative permit and a public hearing is not initially required. All property owners within 300 feet of the subject property are informed of the permit and the date the city intends to render its decision on the application. Any person can file an appeal requesting an Administrative Hearing within 10 calendar days before the decision date. If no appeal or strong public opposition is filed, the City Planner can approve the Minor Site Development Permit.



## UNDERLYING DISCRETIONARY PERMIT

In many cases, developments like shopping centers, office complexes and industrial parks have an underlying discretionary permit that regulates ongoing site operations (i.e., conditional use permit, site development permit).

In situations where an EVCS is proposed in a development that is regulated by such a permit, the EVCS shall be processed via the administrative application review process described in §18.22. In other words, an amendment to the underlying discretionary permit shall not be required to approve an EVCS --- only a building permit.

If, however, the EVCS is determined to result in an adverse impact and/or a deviation from development standards is requested, an application for an amendment to the affected discretionary permit shall be required.

## OPTIONS FOR SERVICES

The City of Carlsbad is committed to aggressively implementing strategies, programs and projects that help reduce emissions of greenhouse gases. Increasing the number of low- or zero-emission vehicles, such as alternative fueled vehicles, hybrids and electric vehicles, is a priority in the city’s [Climate Action Plan](#).

Additionally, with the Governor signing an executive order ([N-79-20](#)) setting a target of 100% of in-state sales of new passenger vehicles will be zero-emission by 2035, the need for reliable and ready EVCS locations will significantly increase in the coming years.

*The city’s program is intended to respond to that demand.*

Should you have any questions regarding this program or have suggestions on how it can improve, please contact the Building Division at 760- 602-2719 or via email at [Building@CarlsbadCA.gov](mailto:Building@CarlsbadCA.gov).

