



Commercial EV Charging Stations

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Submittal Checklist

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The City of Hayward defines commercial electric vehicle (EV) charging stations as systems installed in the following locations:

- **Multi-Family Buildings** (condos, apartments or common areas of townhomes or similar complexes)
- **Commercial Locations** (such as shopping centers, restaurants, grocery stores and general retail environments)
- **Office Buildings** (employee or visitor parking areas)
- **Industrial Uses** (charging devices for vehicle fleets or equipment such as forklifts)

BEFORE SUBMITTING PLANS:

Before preparing plans for commercial EV charging project, it may be necessary to discuss the project with a City of Hayward Planner to verify parking and/or landscape regulations. Some projects require a preliminary Planning Application before the Building Permit Application process.

This checklist is specific to the Building Permit Application stage of the process.

DESIGNER LIMITATIONS

- A complete and accurate set of plans meeting industry standards is required to start the plan review process and ultimately obtain a building permit.
- Commercial EV charger drawings must be prepared by a California licensed architect and/or engineer.
- Drawings shall be stamped and signed. Digital signatures are acceptable.

LOCAL ORDINANCES RELATED TO CONSTRUCTION:

- The City of Hayward has a local energy ordinance called The Reach Code. To verify if any regulations apply to your project, see the City of Hayward website here:
<https://www.hayward-ca.gov/reach-code>

DIGITAL SUBMITTALS ONLY:

- Plans Shall be submitted as PDF files. Paper submittals are not allowed. Plans shall be submitted through the City of Hayward website **E-Permit Portal**. The Plans shall be organized into a single PDF file and organized in the same fashion as a printed set.

- Sheets numbers in the PDF file shall match the sheet numbers on the plans. For example, a PDF will default to sheet 1 for the first sheet in the set. But the drawings may show A0. Please update the PDF numbers to reflect the sheet numbers.
- Supplemental Documents such as structural calculations shall be submitted on 8.5 x 11 as separate PDF files. For example, a typical submittal for an EV charger project will have 2 PDF files: 1 PDF of structural calculations and 1 PDF of the plans.
- Plans shall be formatted horizontally on a standard architectural sheet: *24" x 36" (ARCH D), 18" x 24" (ARCH C) or 36" x 48" (ARCH E).*

SITE PLAN

- List relevant property information, such as existing parking counts and ratios. Show new and existing parking spaces.
- Clearly show where the charging unit is located within the parking garage or parking lot.
- If the electric vehicle charging equipment is in an area subject to vehicular damage, an adequate barrier must be installed such as bollards or curbs. Show these protections on the plans and details.

DISABLED ACCESS DETAILS

- The space width must be modified to provide for a path of travel to the charger. Identify the path of travel on the plans.
- Indicate the size of the accessible EV charging parking space, its access aisle and other accessible requirements. These items shall comply with the current California Building Code (CBC), Chapter 11B. Show all layout details and key dimensions.
- The charger shall comply with other accessibility requirements such as reach ranges. Provide details on the plans that demonstrate compliance with the CBC for the operable parts of the system.

ELECTRICAL PLANS

- Provide a complete electrical single line drawing showing the main service, sub panels and disconnecting means. Include the size of overcurrent protection devices (in amperes) for main service, sub panels, disconnects and EV charger circuit supply. Show sizes and types of conduit and conductors. Include existing and proposed loads to estimate if existing electrical service will handle the new load from the EV charging systems.
- Note electrical feeder requirements when trenching structure to structure (CEC 225). The feeder from structure to structure should be noted in the scope of work. Verify that trenching complies with minimum cover requirements for wiring methods or circuits per CEC 300.
- A lockable disconnect is required in a readily accessible location per CEC 625 for EV charging stations > 60A or 150V to ground. A plaque stating, "Emergency Power Off – Electric Vehicle Charging Station" must be installed on each disconnect.
- Provide the manufacturer's cut sheets for the system.

STRUCTURAL DETAILS

- Provide structural details to show method of attachment. Equipment weighing over 400 pounds shall include calculations prepared by an engineer to demonstrate resistance to overturning based on our seismic zone.

Notes:

1. Review of applications will be limited to the Building Official's review of whether the application meets the checklist and any applicable California Building Standards Code requirements. However, if the Building Official makes a finding, based on substantial evidence, that the electric vehicle charging station could have a specific, adverse impact upon the public health and safety, the applicant may be required to apply for a use permit.
2. If the application is determined to be incomplete, the Building Official will issue one complete written correction notice detailing all deficiencies in an incomplete application and any additional information needed to be eligible for expedited permit issuance.
3. The City will not condition approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined in Section 4080 of the Civil Code.