CITY OF FOSTER CITY
Community Development Department
Building Division
610 Foster City Blvd, Foster City, CA 94404
Phone: 650-286-3227 | Email: building@fostercity.org

SUBMITTAL REQUIREMENTS FOR EV CHARGING STATIONS

The information provided in this document is general and intended as a guide only. Each project is unique, and additional requirements may be enforced as deemed appropriate.

Electric Vehicle Charging System (EVCS), components of the complete Electric Vehicle Charging System (EVCS) must be installed in accordance with manufacturer's installation instructions and in accordance with current codes, California Electrical Code (CEC), California Building Code (CBC) and Foster City Municipal Code (FCMC). Wiring methods in Chapter 3 of the CEC must be applied to each installation.

The Electric Vehicle Supply Equipment (EVSE) must be listed by a Nationally Recognized Testing Laboratory (NRTL). A third-party field evaluation would be required for any chargers not listed.

Please Note: Installing an Electric Vehicle Charging System (EVCS) will require changes to building wiring and may also require upgrading the electric service main panel to meet the needs of this specialized equipment. Before installing charging equipment and associated infrastructure, talk to your EV manufacturer for information about what you need to charge your vehicle and what regulatory requirements there might be.

Please apply for the Electrical Permit via eTRAKiT and submit application, plans, and supporting documents. For more information, please refer to Building Plan Check Submittals.

1. Complete the City of Foster City Building Permit Application form. Include job address, valuation of EVCS including all labor and material costs, description of work, name, address, and contact information of the applicant, contractor and the owner.

2. Complete and submit Authorization to Act as an Agent

3. For houses located within Planned Developments, a letter demonstrating the written action by the Homeowners Association (HOA) on the proposal may be required prior to submitting plans to the City. Please check with the HOA.

4. Provide Cover Sheet including job address, job description, current applicable codes, information of the property owner, contractor, and designer/architect/engineer. Plans shall be signed (*California Business and Professional code Section 5537 & 6737*).

5. Provide a job specific Site Plan indicating location of the building, street, all charging stations, electric service panel, disconnects and the existing premise wiring electrode.

6. Provide dimensioned Floor plan indicating

    - Location of proposed EVCS to electrical panel/ standalone disconnects.
    - Protection details from physical damage or details of vehicular protection in garage (*if applicable*)
    - Means of Access and Working Clearance at the equipment.
    - As required by type of EVCS, installation mounting methods provide necessary structural details.

7. Complete Manufacturer's Installation Instructions and Specification Sheets must accompany each submittal.

8. Provide a Residential Electrical Load Calculation on existing loads for verification on equipment sizing (CEC Article 220 and Annex D).

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9. If a service panel replacement or upgrade is to be part of the application this should be specified, and a separate permit may be required.

10. A Three-Line Diagram (submittal document provided on page three of this handout) must be included in the submittal with the following information:
    - Wire size, insulation type, distance of the wires (including the equipment grounding conductor EGC)
    - Size of the over current device (e.g. circuit breaker)
    - Install disconnect in a proper readily accessible location for EVCS. If additional service disconnects are installed, verify that they are grouped and do not exceed the maximum number of service disconnects.
    - Conduit size, type and location
    - The manufacturer and model of the charging stations
    - The size of the main electric panel, distribution panels (sub panels) and disconnects.
    - Additionally, the plans should indicate the following:
        a. Number of chargers being installed.
        b. Number of electric vehicles.
        c. The charger Level 1, 2 or 3 (see table below)
        d. For level 3 charge stations provide: voltage (V), current (A) and power (kVA).

Level	Voltage (V)	Maximum Current (A)	Frequency (Hz)	Power (kVA)
1	120	12	60	1.4
2	208/240	32	60	6.7/6.8
3	High Power, High Speed Charging - Defined by Manufacturer's Requirements			