

## **Submittal Checklist for Commercial Electric Vehicle (EV) Charging Stations**

Commercial EV charging station drawings are not specific to electrical work and need to describe disabled access, parking changes, and potential landscape changes. In addition to an electrical designer, the City recommends that these drawings be prepared by an architect or engineer that is experienced with disabled access.

**All work shall comply with the current\* California Building Code (CBC), California Electrical Code (CEC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Energy Code, California Green Building Code, and Fremont Municipal Code (FMC).**

**Submittal List:** Documents must conform to the [Electronic Plan Review \(ePR\) document requirements](#)

- PDF: Complete Set of Plans (plan set requirements listed below)
- PDF: Specifications of All Equipment Being Installed
- PDF: Structural Calculations, if applicable
- Form: Property Owner Verification, if applicable
- Form: [Property Owner Authorization](#), if applicable
- Form: [Authorization of Agent](#), if applicable

### **Required Plan Set Information:**

- General Information Required – Designer’s name, address, contact phone number, seal, and signature of design professional (if applicable); address of property and property owner’s name, address, contact phone number; scale for all drawings
- Cover Page – Applicable codes and editions, index of drawings, occupancy, and type of construction; description and scope of work; deferred submittal list and list of required special inspections; gross area by floor(s), existing square footage, proposed square footage, and total square footage and building height
- Site Plan – Show grading and drainage; show any necessary grading or drainage work on the site plan; identify any existing easements on the property
- Landscaping – Any displaced landscaping must be restored or replaced
- Lighting – Show proposed new lighting, if any, on the site plan
- Accessibility – List relevant property information, such as existing parking counts and ratios; specify new and existing parking spaces; show compliance with the current California Building Code Chapter 11B-228.3 and 11B-812 for accessibility requirements and Chapter 11B, Table 11B-228.3.2.1 for minimum number of accessible EV charging stations, accessible path of travel to the facility entrance, etc.
- Equipment Anchorage – Show required equipment support and anchorage details; anchorage of either floor-mounted or wall-mounted EV charging stations shall meet the requirements of the California Building Code and the provisions of the manufacturer's installation instructions
- Equipment weighing over 400 pounds shall include calculations prepared by an engineer to demonstrate resistance to overturning based on seismic zone
- If the EV 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
- Provide complete manufacturer’s cut sheets for the system

**Electrical Plan:**

- Shall comply with the 2022 California Electrical Code and Fremont Municipal Code.
- 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
- All associated wiring, bonding, disconnecting means, and overcurrent protective devices shall meet the requirements of Article 625, and all applicable provisions of the California Electrical Code
- Load schedule summarizing the existing and new proposed connected electrical loads
- Underground electrical details of equipment

\*The 2022 California Building Standards Code adopted by the Fremont City Council is effective January 1, 2023. The 2025 California Building Standards Code adopted by the Fremont City Council will be effective January 1, 2026.

**Fees:** Reference the [City's Master Fee Schedule](#)

At initial submittal, the following fees shall be paid:

- Application Fee

**Review Times:** Standard plan review turnaround times as [available](#)