Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

COMMERCIAL ELECTRIC VEHICLE (EV) CHARGING STATION APPLICATION GUIDE

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click “Log In” at top right corner. Select “Create a Profile”. Then, enter contact information, and create a password.

2) The following checklists and supplemental attachments are required to be uploaded online for your application to be deemed complete:

- ☐ Plans/Diagrams.
  - ☐ Property address.
  - ☐ North arrow.
  - ☐ Scale
  - ☐ Property lines, streets, sidewalks, and public right-of-way (if applicable)
  - ☐ Parking space dimensions
  - ☐ Location of existing landscape planters, sidewalks, and underground pipes and valves in the vicinity of the proposed charging station equipment
  - ☐ Location of all existing and proposed charging stations, panel boards, and any other service equipment
  - ☐ Location of electrical panel to charging station
  - ☐ Type of charging system and mounting
  - ☐ Clearances of charging station locations, including location of additional meters, if applicable
  - ☐ Landscape planting plan for affected landscape areas
- ☐ EV charging station manufacturer’s installation instructions and specification showing UL number.
- ☐ Charging station equipment details, including dimensions and colors
- ☐ Electrical plan with single-line diagram.
- ☐ Electrical load calculations worksheet.

Please note, a separate trade permit is required for all electrical, mechanical, and/or plumbing activities.

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the “Fill & Sign” tool of the free Adobe Reader, DocuSign, or any other digital signature.

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3) Business License Requirement

☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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City of Cerritos Requirements for an Electric Vehicle (EV) Charging Station

Checklist Requirements and Recommendations

Section A and Section B provide requirements and recommendations for electric vehicle (EV) charging stations.

Section A: Checklist of Requirements for Expedited, Streamlined Permitting

In order to be considered for expedited permitting, the proposed EV charging station must meet all requirements of Section A. Section A satisfies the checklist requirement of California Government Code Section 65850.5(g), as amended under Assembly Bill 1236 (2015).

☐ A.1 State Law Definition. The electric vehicle charging station shall mean "any level of electric vehicle supply equipment" which "delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle", as defined in California Government Code Section 65850.7(i)(3).

☐ A.2 Code Compliance. The electric vehicle charging station and its equipment shall conform to all applicable provisions and requirements of the County of Los Angeles Building, Residential, Electrical, Mechanical, Plumbing, and Fire Codes, adopted by reference by the City of Cerritos in Cerritos Municipal Code Chapters 15.04, 15.06, 15.12, 15.16, 15.20, and 15.24 respectively.

Section B: Checklist of Recommendations and Design Guidelines

Section B provides recommendations and design guidelines for EV charging stations. The following guidelines are strongly suggested in order to maintain consistency with the City's high quality design standards for properties.

- B.1 Minimize Visible Conduits. Visible conduits, piping, or wiring should be minimized to the extent feasible.
- B.2 Paint Conduits to Match Surface. All conduits should be painted to match the color of the surface on which they are mounted.
- B.3 Tidy Grounding Wire Conduit Installation. Grounding wire and its flexible conduit should be installed in a tidy fashion, with straight vertical and horizontal runs, along its entire length. Conduits should follow the same guidelines above regarding painting and location.