



EXPEDITED PERMITTING PROCESS FOR ELECTRICAL VEHICLE CHARGING STATIONS (EVCS)

There are different types of Electric Vehicle (EV) chargers - Level 1 and Level 2:

- Level 1 charges are smaller units that plug directly into a standard 120 volt receptacle outlet. These types of chargers do not require a permit from the Building Division as long as there are not changes to the electrical system to provide the 120 volt receptacle. Any changes to an electrical system require a permit prior to commencing the work.
- Level 2 charging systems require a 240 volt electrical circuit. Level 2 charger installations typically require an electrical permit and inspections of the installation. In order to obtain the permit, you will need to provide some basic information demonstrating electrical service capacity for the added load and wire size feeding recharge receptacle.

An Electrical Permit is required to install an Electric Vehicle (EV) Charging Station.

Submittal Requirements

1. A completed application form. The permit application may be [downloaded here](#). All applications must, at a minimum, include the following information:
 - A site plan and electrical plan with a single-line diagram. The site plan must be drawn to scale and include full dimensions. The submitted site plan must include the following:
 - Showing location, size, and use of all structures;
 - Showing location of electrical panel for the charging system; and
 - Showing type of charging system and mounting.
 - Electric load calculation worksheet
 - Additional information based on response to questions in the checklist (see #2 below)
2. Complete and submit the Eligibility Checklist for expedited review.

Submittal Process

1. Over the Counter Submittal
Permit applications may be submitted to the City of Lake Forest at 100 Civic Center Dr, Lake Forest, CA 92630.
2. Plan Review
Building and Safety Division staff will review your application and submittal information within 5 business days.
3. Fees
Fees are adjusted periodically based on the current adopted fee schedule.
4. Inspections
Once all permits have been issued and the Electric Vehicle Charging Station is installed, it must be inspected for final approval.