

Permit and Utility Service Design Submittal Resource Guide: Alameda County Incentive Project



CALeVIP requires applicants submit Evidence of Permit or Utility Service Design Submittal documentation 60-days after notice of funds reserved status. This guide provides jurisdiction and utility contact information with additional resources on electric vehicle charging station (EVCS) permit and utility processes to help Alameda County Incentive Project applicants meet this checkpoint. Applicants are encouraged to identify and reach out to the EVCS site’s local permitting jurisdiction and/or utility new service distributor prior to or as soon as application funds are reserved to get the most up-to-date information on design review timeline and documentation submittal requirements.

Tips on 60-Day Document Submittal

- ▶ Please note or request the site address on utility/permit applications and plan check/engineering advance payment receipts if possible.
- ▶ If the utility/jurisdiction does not provide the plan check/engineering advance payment receipt upon design submittal due to their policy, other documentation may be accepted such as a utility/jurisdiction confirmation email.
- ▶ Reach out to evexpert@energycenter.org if you need assistance on the 60-day checkpoint.

County, Cities and Towns

Alameda			
Jurisdiction	Permitting Contact Email & Phone	Permitting Documentation	Additional EVCS Resources
Alameda County		<ul style="list-style-type: none"> • Alameda County Permit Portal (acgov.org) 	Microsoft Word - EVSE Permit Checklist.docx (alamedaca.gov)
Alameda	P: 510-747-6800	<ul style="list-style-type: none"> • Permit Center (alamedaca.gov) 	
Albany	John Erlich P: 510-528-5760	<ul style="list-style-type: none"> • Building Permits City of Albany, CA (albanyca.org) 	637357667529630000 (albanyca.org)
Berkeley	permits@cityofberkeley.info P: 510-981-7500	<ul style="list-style-type: none"> • Home Page: Permit Service Center - City of Berkeley, CA 	
Dublin	pwpermits@dublin.ca.gov	<ul style="list-style-type: none"> • Permits Dublin, CA - Official Website 	Programs for Electric Vehicle (EV) Charging Dublin, CA - Official Website
Emeryville	cbarrett@emeryville.org P: 510-596-4310	<ul style="list-style-type: none"> • Building Permit Application City of Emeryville, CA - Official Website 	AB1236 Electric Vehicle and Electric Service Equipment Checklist City of Emeryville, CA - Official Website
Fremont	bldinfo@fremont.gov P:510-494-4460	<ul style="list-style-type: none"> • Building Permits City of Fremont Official Website 	Electric Vehicle Charging Station Permit City of Fremont Official Website

Alameda

Hayward	P: 510-583-4005	<ul style="list-style-type: none"> Permit Center City of Hayward - Official website (hayward-ca.gov) 	
Livermore	P: 925-960-4410	<ul style="list-style-type: none"> Permit Center Livermore, CA (cityoflivermore.net) 	showdocument (city-oflivermore.net)
Newark	P: 510-578-4261	<ul style="list-style-type: none"> b1 (newark.org) 	showdocument (newark.org)
Oakland		<ul style="list-style-type: none"> City of Oakland Planning and Building Permits (oaklandca.gov) 	City of Oakland Electric Vehicle Service Equipment & Charging (oaklandca.gov)
Piedmont	P: 510-420-3050	<ul style="list-style-type: none"> About Building - City of Piedmont (ca.gov) 	electric vehicles - City of Piedmont (ca.gov)
Pleasanton		<ul style="list-style-type: none"> City of Pleasanton, CA - Permit Center (cityofpleasantonca.gov) 	blobload.aspx (city-ofpleasantonca.gov)
San Leandro	P: 510-577-3405	<ul style="list-style-type: none"> City of San Leandro - Permits/Plan Review 	
Union City	Building@unioncity.org P: 510-675-5313	<ul style="list-style-type: none"> Building Union City, CA 	TO: (unioncity.org)

Utilities (Investor Owned and Public Utilities)

Utility	Utility Contact Email and Phone	New Service Request Process Documentation	Additional EVCS Resources
Pacific Gas & Electric (PG&E)	Contact Us (pge.com) P: 1-800-468-4743	<ul style="list-style-type: none"> Business new construction and renovation project service (pge.com) Need to pay \$2,500 engineering advance with application 	EV Incentives EV Savings Calculator - PG&E (pge.com)

Other Jurisdictions

Jurisdiction	Permitting Process Documentation
Division of State Architect (DSA)	<ul style="list-style-type: none"> Start Construction Project by Submitting Plans for Review - ca.gov Need copy of DSA application, plan set, and copy of email from DSA confirming plan check appointment
Tribal entity/University with permitting oversight	<ul style="list-style-type: none"> Varies - CALeVIP will need a signed cover letter from jurisdiction representative stating the type and number of EVCS have been approved to be installed on site listed in CALeVIP application if all regulations are met and copy of the plan set