

Permit and Utility Service Design Submittal Resource Guide: South Central Coast 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 South Central Coast 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

San Luis Obispo			
Jurisdiction	Permitting Contact Email & Phone	Permitting Documentation	Additional EVCS Resources
San Luis Obispo County	building-applications@co.slo.ca.us	<ul style="list-style-type: none"> • Construction Permit Application - County of San Luis Obispo • Plan check fee due before plan review 	
Arroyo Grande	Interwest Group Averyaavery@interwestgrp.com P: 805-473-5400	<ul style="list-style-type: none"> • Building Division Arroyo Grande, CA - Official Website 	
Atascadero	Permit Center Permitcenter@Atascadero.org P: 805-461-5000	<ul style="list-style-type: none"> • Building Permit (atascadero.org) • BldgPermitApp.fillable.pdf (atascadero.org) • Plan check fee due before plan review 	https://www.atascadero.org
Grover Beach	Community Development commdev@groverbeach.org P: 805-473-4520	<ul style="list-style-type: none"> • Building Grover Beach, CA - Official Website • BldgPermit-App (grover.org) • Plan check fee due before plan review 	
Morro Bay	Pamela Bruno pbruno@morrobayca.gov P: 805-772-6267	<ul style="list-style-type: none"> • Building Division City of Morro Bay - Official Website (morro-bay.ca.us) • Commercial-Bldg-Permit-App (morro-bay.ca.us) • Plan check fee due before plan review 	
Paso Robles	Building building@prcity.com P: 805-237-3850	<ul style="list-style-type: none"> • Building Paso Robles, CA (prcity.com) • Building-Permit-Application-PDF (prcity.com) 	Electric Vehicle Charging Projects Paso Robles, CA (prcity.com)

San Luis Obispo

Pismo Beach	Building Division swilson@pismobeach.org P: 805-773-7040	<ul style="list-style-type: none"> Building Pismo Beach, CA - Official Site City of Pismo Beach, Building Division 	Electric Vehicle Charging Station - Expedited Pismo Beach, CA - Official Site
San Luis Obispo	Building and Safety Division P: 805-781-7180	<ul style="list-style-type: none"> Plan check fee due before plan review 	

Santa Barbara

Jurisdiction	Permitting Contact Email & Phone	Permitting Documentation	Additional EVCS Resources
County of Santa Barbara	Permitting P: 805-568-2000	<ul style="list-style-type: none"> https://www.countyofsb.org/plndev/permitting.sbc Building and Safety General Application.pdf (countyofsb.org) Plan check fee paid at permit issuance 	
Buellton	The City of Buellton contracts with the County of Santa Barbara Building and Safety Division.		
Carpinteria	Community Development P: 805-684-5405	<ul style="list-style-type: none"> Building and Safety -City of Carpinteria (carpinteriaca.gov) City of Carpinteria B Building Division (carpinteriaca.gov) 	
Goleta	P: 805-961-7552	<ul style="list-style-type: none"> Building and Safety Division Goleta, CA (cityofgoleta.org) 	(cityofgoleta.org)
Guadalupe	Alice Saucedo asucedo@ci.guadalupe.ca.us P: 805-356-3903	<ul style="list-style-type: none"> Building and Planning City of Guadalupe Project Address (guadalupe.ca.us) 	
Lompoc	building@ci.lompoc.ca.us P: 805-875-8220	<ul style="list-style-type: none"> Building and Safety Division Lompoc, CA (cityoflompoc.com) untitled (cityoflompoc.com) 	Electric Vehicle Permitting Lompoc, CA (cityoflompoc.com)
Santa Barbara	CDBuildingCode@SantaBarbaraCa.gov	<ul style="list-style-type: none"> Santa Barbara - Building & Safety (santabarbaraca.gov) 	blobdload.aspx (santabarbaraca.gov)
Santa Maria	P: 805-925-0951 x2241	<ul style="list-style-type: none"> Building Division homepage City of Santa Maria Plancheck Application (cityofsantamaria.org) 	
Solvang	Planningdept@cityofsolvang.com P: 805-688-5575 ext. 220	<ul style="list-style-type: none"> Planning and Building Solvang CA (cityofsolvang.com) City of Solvang 	Microsoft Word - AB 1236 Checklist SLV (cityofsolvang.com)

Ventura

Jurisdiction	Permitting Contact Email & Phone	Permitting Documentation	Additional EVCS Resources
County of Ventura	Building building@ventura.org	<ul style="list-style-type: none"> • Building and Safety (vcrma.org) • Microsoft Word - Application (Building Permit) (vcrma.org) 	
Camarillo	Building and Safety bldgsafe@cityofcamarillo.org P: 805-388-5383	<ul style="list-style-type: none"> • Building & Safety (camarillo.ca.us) • Click2Gov Building Permit (cityofcamarillo.org) • Plan check fee due before plan review 	ElectricVehicle Service Equipment (EVSE) Checklist.pdf (cityofcamarillo.org)
Fillmore	Michael Koroknay mkoroknay@ci.fillmore.ca.us P: 805-524-1500	<ul style="list-style-type: none"> • Building & Safety Department Fillmore, CA (fillmoreca.com) • untitled (fillmoreca.com) 	
Moorpark	building@moorparkca.gov P: 805-517-6200	<ul style="list-style-type: none"> • Building & Safety Moorpark, CA - Official Website (moorparkca.gov) 	Moorpark-Checklist-for-Electric-Vehicle-Charging-Station (moorparkca.gov)
Ojai		<ul style="list-style-type: none"> • Building Division City of Ojai (ca.gov) 	
Oxnard	oxnard.org/planning P: 805-385-7925	<ul style="list-style-type: none"> • Building & Engineering Services – City Of Oxnard • b101v3fillable (oxnard.org) 	
Port Hueneme	P: 805-986-6512	<ul style="list-style-type: none"> • Building & Safety Port Hueneme, CA - Official Website (port-hueneme.ca.us) • May 21, 2010 (port-hueneme.ca.us) 	
Santa Paula	P: 805-933-4218	<ul style="list-style-type: none"> • https://www.spcity.org/168/Building-Safety-Division • Building-Permit--Plan-Review-Application-PDF (spcity.org) • When plans are submitted to the Building and Safety Department, a plan check fee is charged 	
Simi Valley	Building and Safety Division enviroservices@simivalley.org P: 805-583-6723	<ul style="list-style-type: none"> • Building & Safety Division City of Simi Valley, CA • All plan review fees are due at time of formal submittal 	Electric Vehicle Charging Stations City of Simi Valley, CA
Thousand Oaks	Community Development communitydevelopment@toaks.org P: 805-449-2500	<ul style="list-style-type: none"> • Building Division Thousand Oaks, CA (toaks.org) • showpublisheddocument (toaks.org) 	
Ventura	Building and Safety permits@cityofventura.ca.gov P: 805-654-7869	<ul style="list-style-type: none"> • Building & Safety Ventura, CA • Plan-Submittal-Application-PDF 	

Investor-Owned & Public Utilities

Utility	Utility Contact Email and Phone	New Service Request Process Documentation	Additional EVCS Resources
City of Lompoc	Utility Connections utilityconnections@ci.lompoc.ca.us P: 805-875-8760		
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)
Southern California Edison (SCE)	P: 1-800-655-4555		Electric Vehicles for Business Your Business Home - SCE

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