

Permit and Utility Service Design Submittal Resource Guide: Southern California Level 2 Incentive Project



CALeVIP requires applicants to 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 Southern California Level 2 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 own 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

Jurisdiction	Permitting Contact Email & Phone	Permitting Documentation	Additional EVCS Resources
County of LA	epiclahelp@lacounty.gov	• LA County Application Assistant	
Burbank	building@burbankca.gov P: (818) 238-5220	• Burbank Permit Application	
Downey	rhicks@downeyca.org P: (562) 904-7142	• Downey Permit Application	EVCS Checklist
El Monte	P: (626) 580-2050	• El Monte Permit Application	
Glendale	P: (818) 548-3200	• Glendale Permit Worksheet	
Inglewood	buildingsafety@cityofinglewood.org P: (310) 412-5294	• Inglewood Permit Application	
Lancaster	P: (661) 723-6144	• Lancaster Permit Application	
Long Beach	P: (562) 570-7648	• Long Beach Permit Application	EVCS Resources
Los Angeles	Contact us P: (213) 473-3231	• Los Angeles Permit Application	EVCS Checklist
Norwalk	EngrPermits@norwalkca.gov P: (562) 929-5723	• Norwalk Plan Check and Permit Application	
Palmdale	P: (661) 267-5353	• Palmdale Permit Application	
Pasadena	Permit_Center_Manager@cityofpasadena.net	• Pasadena Permit Application	EVCS Resources
Pomona	P: (909) 620-2371	• Pomona Plan Check and Permit Application	
Santa Clarita	P: (661) 255-4935	• Santa Clarita Permit Application	
Torrance	P: (310) 618-5910	• Torrance Permit Application	
West Covina	building@westcovina.org P: (626) 939-8425	• West Covina Permit Application	

County of OC	P: (855) 886-5400	• OC County Permit Application Portal	EVCS Checklist
Anaheim	P: (714) 765-4311	• Anaheim Permit Application	EVCS Resources
Costa Mesa	buildingpermit@costamesaca.gov P: (714) 754-5273	• Costa Mesa Permit Application	
Fullerton	P: (714) 738-6300	• Fullerton Permit Application	EV Checklist
Garden Grove	building@ggcity.org P: (714) 741-5307	• Garden Grove Permit Application Portal	EV Submittal Information
Huntington Beach	permitcenter@surfcity-hb.org P: (714) 536-5241	• Huntington Beach Permit Application	EV Charger Guidelines
Irvine	P: (949) 724-6470	• Irvine Permit Application Portal	EVCS Application Resource
Mission Viejo	bldgservices@cityofmissionviejo.org P: (949) 470-3054	• Mission Viejo Permit Application	
San Clemente	P: (949) 361-8200	• San Clemente Permit Application	
Santa Ana	P: (714) 667-2700	• Santa Ana Permit Application	Plan Check Checklist
County of Riverside	rivcoplus.org P: (951) 955-1800	• Riverside County Permit Application Portal	
Indio	building@indio.org P: (760) 391-4110	• Indio Permit Application	EVCS Submittal Requirements
Moreno Valley	building@moval.org P: (951) 413-3350	• Moreno Valley Permit Application	
Murrieta	buildingpermits@murrietaca.gov P: (951) 304-2489	• Murrieta Permit Application	EVCS Checklist
Riverside	SInfo@riversideca.gov P: (951) 826-5800	• Riverside Permit Application	EVCS Eligibility Checklist
Temecula	permits@temeculaCA.gov P: (951) 694-6476	• Temecula Permit Application Portal	
County of San Bernadino	P: (909) 387-8311	• San Bernardino County Permit Application Portal	
Fontana	building@fontana.org	• Fontana Permit Application	Permit Submittal Requirements
Ontario	buildingcounter@ontarioca.gov P: (909) 395-2023	• Ontario Permit Application	
Rancho Cucamonga	BuildingANDSafety@CityofRC.us P: (909) 477-2710	• Rancho Cucamonga Permit Application Portal	
Rialto	P: 909-820-2505	• Rialto Permit Application	Plan Check Instructions
San Bernardino	CityofSBBuilding@sbcity.org P: (909) 384-7272	• San Bernardino Permit Application	
Victorville	planning@victorvilleca.gov P: (760) 955-5100	• Victorville Permit Application Portal	

Investor-Owned & Public Utilities

Utility	New Service Contact Email & Phone	New Service Documentation	Additional EVCS Resources
SDG&E	P: (800) 336-7343	• Apply for Service	
SCE	P: (800) 655-4555	• Local Planning	EVCS Resources
LA Power & Water	P: (213) 367-6937	• Electric Service	EVCS Resources
Riverside	P: (951) 782-0330	• About Changing Service	

Other Jurisdictions

Jurisdiction	Permitting Process Documentation
Division of State Architect (DSA)	• 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	• 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