



ELECTRIC VEHICLE CHARGING STATION CHECKLIST AND SUBMITTAL REQUIREMENTS*

	<p>Please use this as an optional checklist to assemble the materials required for your application. The following items must be submitted in order to deem your application complete for processing. If the plans are not legible, or do not contain the information listed below, you will be notified that your application is incomplete and cannot be expedited.</p>
<input type="checkbox"/>	<p>Summary Instructions and Procedures:</p> <ol style="list-style-type: none"> 1. Printed and completed building and electrical permit applications must be submitted to the Building and Safety Division with applicable fees. Permit applications may also be submitted electronically via email to buildingsubmittal@lapuente.org. 2. All plans and documents must be submitted in print form. Planning and zoning clearance will be conducted concurrently upon receiving plans. 3. Projects resulting in specific adverse impacts to public health or safety as determined by the Building Official are subject to a Site Plan and Design Review (SPDR) application requiring Development Services Director approval. 4. Acceptable forms of identification will be required for permit issuance.
<input type="checkbox"/>	<p>All Required Fees Paid: Fees will be invoiced upon application submittal and must be paid before the application is deemed complete. Failure to pay fees within three (3) days of being invoiced will result in project cancellation and disposal of application documents. Fees may be paid by phone (requiring credit card authorization) or in person. Credit card payments are subject to a 2.5% processing fee.</p>
<input type="checkbox"/>	<p>Letter of Owner Authorization (if applicable)</p>
<input type="checkbox"/>	<p>Operational Statement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project address & APN <input type="checkbox"/> Project description (scope of work) <input type="checkbox"/> Number of parking spaces proposed to be removed (if any) <input type="checkbox"/> Landscaping/Trees proposed to be removed
<input type="checkbox"/>	<p>Overall Site Plan (Scale Not Required):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work <input type="checkbox"/> Property line dimensions & easements <input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Project address & APN

<input type="checkbox"/>	<p>Detailed Site Plan (must include all items below):</p> <table border="1"> <tr> <td data-bbox="414 262 860 388"> <input type="checkbox"/> 1" = 30' scale <input type="checkbox"/> North Arrow correctly shown <input type="checkbox"/> Easements, both existing and proposed </td> <td data-bbox="860 262 1315 388"> <input type="checkbox"/> Fully dimensioned parking stalls showing no obstructions from proposed equipment. </td> </tr> <tr> <td data-bbox="414 388 860 619"> <input type="checkbox"/> Provide drive aisle widths serving EV stalls and provide stall dimensions of all adjacent stalls surrounding EV stalls, including stalls across any drive aisles serving EV stalls. </td> <td data-bbox="860 388 1315 619"> <input type="checkbox"/> Add this note: Any survey monuments within the area of construction shall be preserved or reset by a person licensed to practice land surveying in the state of California. </td> </tr> <tr> <td data-bbox="414 619 860 945"> <input type="checkbox"/> Add this note: Repair all on-site drives and all off-site street improvements damaged by the project to the satisfaction of the City Engineer and Development Services Director, or designee, prior to permit finals/electrification. </td> <td data-bbox="860 619 1315 945"> <input type="checkbox"/> Add this note: Two working days before commencing excavation operations within the street right-of-way and/or utility easements, all existing underground facilities shall have been located by Underground Services Alert (USA)/DigAlert at 811. </td> </tr> <tr> <td data-bbox="414 945 860 1113"> <input type="checkbox"/> Accessible EV charging stalls shall comply with Sections 11B-228.3 and 11B 812 of the California Building Code. </td> <td data-bbox="860 945 1315 1113"> <input type="checkbox"/> Property lines and dimensions of property lines. </td> </tr> </table>	<input type="checkbox"/> 1" = 30' scale <input type="checkbox"/> North Arrow correctly shown <input type="checkbox"/> Easements, both existing and proposed	<input type="checkbox"/> Fully dimensioned parking stalls showing no obstructions from proposed equipment.	<input type="checkbox"/> Provide drive aisle widths serving EV stalls and provide stall dimensions of all adjacent stalls surrounding EV stalls, including stalls across any drive aisles serving EV stalls.	<input type="checkbox"/> Add this note: Any survey monuments within the area of construction shall be preserved or reset by a person licensed to practice land surveying in the state of California.	<input type="checkbox"/> Add this note: Repair all on-site drives and all off-site street improvements damaged by the project to the satisfaction of the City Engineer and Development Services Director, or designee, prior to permit finals/electrification.	<input type="checkbox"/> Add this note: Two working days before commencing excavation operations within the street right-of-way and/or utility easements, all existing underground facilities shall have been located by Underground Services Alert (USA)/DigAlert at 811.	<input type="checkbox"/> Accessible EV charging stalls shall comply with Sections 11B-228.3 and 11B 812 of the California Building Code.	<input type="checkbox"/> Property lines and dimensions of property lines.
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<input type="checkbox"/>	<p>Elevations: Include the height of all stations, transformers, etc.</p>								
<input type="checkbox"/>	<p>Plan Submittal: Three (3) full size copies of all plan exhibits containing overall and detailed site plans, elevations, construction details, and equipment specifications (etc.) must be accepted by Building and Safety staff (Permit Technician) in person and may not be dropped off. Plans must be received upon or within three (3) business days of permit application submittal.</p>								

*All Electric Vehicle Charging Stations must comply with Chapter 8.50 (Expedited Permit Process for Electric Vehicle Charging Systems) to Title 8 (Building Regulations) of the La Puente Municipal Code and any other applicable provisions of the La Puente Municipal Code.