

CITY OF CITRUS HEIGHTS

COMMERCIAL & RESIDENTIAL PLUG-IN ELECTRICAL VEHICLE (PEV) INFRASTRUCTURE PERMITTING CHECKLIST

New Installations Plans shall consist of the following:

Residential & Commercial: Provide a completed [Building Permit application](#), [EVSC submittal worksheet](#) and one set of plans. All plan sheets shall be in correct sequence, correctly oriented and combined into a single PDF file. Plans and supporting documentation can be attached to your permit application utilizing our [Citizen Access Portal](#).

Required General Information (required to be included on the drawings):

- Site address on all plan sheets.
- Site/lot plan drawn to scale, show all allowed parking.
- Vicinity map.
- Show protection from physical damage, per current codes.
- Electrical site plan that shows the location of PEV charging equipment.
- Location of existing service/meter panel and Utility Transformer.
- Single-line-diagram and Panel Schedule.
- Show Existing/New lighting to avoid tripping hazards from cords etc.
- Show dimensions of PEV Parking Stall/Space.
- Show the location of any Hazardous Materials on site.
- PEV Charging Equipment cut sheets for each type of unit proposed.
- Provide details that include height of all controls and connectors, including cord management.
- Show that a minimum of 36" pathway is maintained at all times.
- Commercial – Show compliance with the current Accessibility Codes.
- Identify appropriate codes.
- Sacramento Municipal Utility District (SMUD) approval may be required.
- Structural calculations (if applicable).

Plan review and zone check fees must be paid prior to starting the plan review process, once your application has been reviewed and determined complete, an invoice will be created and you will be notified by e-mail of fees due. All contractors must have an active business license when applying for Building permits. To apply for a Business license use the following link--link---

