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City of Union City – Economic and Community Development Department  
**Building Division**  
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## **ELECTRIC VEHICLE CHARGING DEVICES FOR SINGLE-FAMILY HOMES**

### **PERMIT REQUIRED:**

The City of Union City requires an electrical permit prior to installation of an electric vehicle (EV) charging device in a single family home. A load calculation shall be required for EV charging devices 60amps or greater. In some situations, the service panel will need to be upgraded to accommodate the new charger. An upgraded service panel will require an additional permit. For in-depth information related to EV charging and other zero emission vehicles, the state of California provides a guidebook that can be found here: [https://www.opr.ca.gov/docs/ZEV\\_Guidebook.pdf](https://www.opr.ca.gov/docs/ZEV_Guidebook.pdf)

### **PERMIT PROCESS:**

Permits for Residential EV charging systems are issued “over the counter”.

California State Licensed Contractor’s may obtain their permit by fax. This process requires submittal of an original credit card authorization form to be returned to City Hall in person or by mail. Faxed permit applications will be processed within two business days. For more information regarding our fax permit procedures refer to our Faxed Permit Application Packet.

### **SUBMITTAL REQUIREMENTS:**

- Completed Building Permit Application
- Three (3) set of Floor Plans, 8 ½ “ x 11” minimum size
- Two (2) sets of Manufacturer’s Installation Instructions
- Two (2) sets of Load Calculations, *if applicable*

### **PLEASE BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:**

- UL (Underwriters Laboratory) listing number. Provide the UL listing number of the device. UL is the most common, but other nationally recognized listings are acceptable.
- Manufacturer’s installation instructions / product info. This is often referred to as a “cut sheet”. The contractor must follow the installation instructions and the inspector may need to review these documents.
- Rating of the existing service panel for the home. If some information is missing or if the service is not adequate for the installation of the device, additional permits may be required for associated electrical work.
- Attachment detail for post/bollard installations if location of EV charger requires protection from potential vehicle damage.

**FEE:** Please refer to the Building Division Fee Schedule or contact the Building Division.

### **INSPECTION:**

One final inspection shall be performed after the electric vehicle charging device is installed. If the installation of the EV charger required a service panel upgrade a rough inspection shall be performed before the final inspection.