

City of Simi Valley  
Electric Vehicle Charging Station (EVCS) Installation Expedited Permits  
Non-Residential Checklist

Submit construction plans for review and permit issuance. Construction plans and documents shall show the entire scope of work, including the following:

- Dimensioned site plan, including location of EVCS parking spaces and adjacent vehicle drive aisles.
- Civil or architectural plans demonstrating compliance with Accessibility/ADA and applicable California Building Standards Code requirements.
- Electrical plans demonstrating compliance with California Electrical Code requirements.
- Construction details including equipment location and manufacturer installation requirements.

Electric Vehicle Charging Stations for public use in a commercial, industrial or recreational parking garage, parking lot or parking space shall meet the following requirements:

- The EVCS shall be located in a manner that will be easily seen by the public for informational and security purposes and shall be illuminated during evening business hours.
- Be located in desirable and convenient parking locations that will serve as an incentive for the use of electric vehicles.
- The EVCS pedestals shall be designed to minimize potential damage by vandalism and to be safe for use in inclement weather.
- Complete instructions and appropriate warnings concerning the use of the EVCS shall be posted on a sign in a prominent location on each station for use by the operator.
- One standard non-illuminated sign, not to exceed 4 square feet in area and 8 feet in height, may be posted for the purpose of identifying the location of each cluster of EVCS.
- The EVCS may be on a timer that limits the use of the station to the normal business hours of the use(s) that it serves to preclude unauthorized use after business hours.
- EVCS installation shall maintain a minimum parking space length to comply with the requirements of this code.
- All available charging station mounting options should be considered and optimized for the space.
- EVCS installations shall avoid removing or altering existing infrastructure, or removing mature landscape trees, in order to mitigate costs, potential hazards and other negative impacts.
- Large equipment shall be screened from the public right of way as set forth in Section 9-30.070, Screening.

Submittals for all EVCS permits are to go through our [Customer Self Service Online Portal](#).

**EVCS permit application submittals will be processed within 7 business days.**