



Community Development Department
Building and Safety Division

General Requirements for Electric Vehicle Charging Stations (EVCS) at your Home

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The following requirements apply to:
Single Family Residence, Duplex, ADU/JADU, Attached/Detached Garages & Carports
(R-3 & R-3.1 Occupancy Buildings)

INFORMATION TO APPLY FOR PERMIT

The city of Glendale has prepared an expedited procedure for the issuance of **electric vehicle charging stations (EVCS)** for your home. Please read the information below, so that you become better informed of the permitting procedures, safety compliance and other City requirements relating the proper installation of EVCS chargers.

Apartment, condominium, and commercial property owners please see separate requirements for Multifamily, Commercial and Mixed Use Buildings on the BUILDING & SAFETY DIVISION web page.

All applications for permit(s) are a **digital process** through the Glendale Permits website. Paper submittals are no longer processed. The EVCS application for homes will be issued within 2 to 5 days.

Permits shall be issued to a **California Licensed C-10 – Electrical Contractor**. Permits may also be issued to the **homeowner** of the single-family home if they are working with a California Licensed Electrical Contractor.

*Homeowners are encouraged to hire a competent licensed electrical contractor.
There are many electrical considerations to decide how an EVCS unit is best installed.
The electrical contractor will need to examine your property and electrical system.
For most cases an electrical load calculation will be prepared to determine if the EVCS power demands can be supported by the existing capacity of your home's meter and main panel service.*

Should you require an **Electric Service Upgrade** you will need to apply for a separate permit in addition to the EVCS permit Contact GWP-Electric immediately at GWPElectricEngineeringInfo@Glendaleca.gov.

Buildings and properties designated as **historical building or located in historic districts** will be required to comply with City of Glendale historic requirements. *Please contact the Planning division immediately if you are installing EVCS equipment to the exterior of the building.*

Before you begin applying, you will need to **create an account** if you have not done so already. Please follow the instructions in [Glendale Permits](#).


Before Applying, see additional information below under
Plan Check Review Comments and **Inspection Review Comments**.

Electric Vehicle Charging Stations (EVCS) at your Home

APPLY FOR PERMIT

To apply for an **EVCS permit**, clicking: [Apply for A Permit](#)

Next, click on [Electric Vehicle Charging Station](#) and follow the instructions for submittal that will lead you to:
Next, search in Glendale Permits and click on the [Apply](#) button in the box and follow the instructions.

	Electrical (Single Family Residential) - Electrical Vehicle Charging Station	Apply
Category Name: Building (Electrical)	Description: Electrical Vehicle (EV) charging station is for single family residential. Include picture of where the EV charging station is located along with measurements. Diagram of the interior showing the proposed installation with dimensions. How far from the wall and how high off the ground. Planning/Zoning will need to approve this Electrical Vehicle Charging Station	

Please answer all questions as you apply for an EVCS permit.


Remember to read, sign, and upload all documents including the

- Owner Building Form
- Construction Declaration Form
- Provide contact information of owner and contractor

To apply for a **New/Upgrade Service**, click: [Apply for A Permit](#)

Next, click on [Mechanical, Electrical/Service Upgrade or Plumbing](#) and follow the instructions for submittal.

Next, search in Glendale Permits and click on the [Apply](#) button in the box and follow the instructions.


	Electrical (Single Family Residential) - New/Upgrade Service	Apply
Category Name: Building (Electrical)	Description: Electrical permit is only for service changeout, upgrade, or new service. Glendale Water and Power (GWP) electrical needs to approve this permit before we can issue it. Please contact GWP Electrical Engineering (818) 548-3921 or GWPElectricEngineeringInfo@Glendaleca.gov .	

You may visit GWP-Electric for additional information regarding Electric vehicles or Meter & Main Panel Upgrade by clicking links at:

- [Electric Vehicles](#)
- [Electric Service Requirements](#)

Contractors: if your **City Contractor's Business License** is not current, please apply separately but concurrently with the EVCS permit (and the Electric Service Upgrade if necessary for EVCS system)

Next, search in Glendale Permits and click on the [Apply](#) button in the box and follow the instructions.

	C - Specialty Contractor License	Apply
Category Name: Contractor License	Description: There are 42 separate C license classifications for contractors whose construction work requires special skills and whose principal contracting business involves the use of specialized building trades or crafts.	

Additional Information

Should you require additional information from **Planning Division** please click on: [Planning Website](#)

Should you require additional information from **Building & Safety Division** please click on: [Building & Safety](#)

Inspections: Upon permit issuance you will be provided instructions for on-line inspection requests. Next day inspections are available when requests are received into Glendale Permits by 1:30 pm on day prior to inspection.

PLAN CHECK REVIEW COMMENTS

1. Please answer all questions as you apply for an EVCS permit.
2. Remember to read, sign, and upload all documents including the
 - a. Owner Building Form
 - b. Construction Declaration Form
 - c. Provide contact information of owner and contractor
3. Contractors: if your City Contractor's Business License is not current, please apply separately but concurrently with the EVCS permit (and the Electric Service Upgrade if necessary for EVCS system)
4. As part of your submittal, include a picture of where the EV charging station is located along with measurements. Provide a diagram of the interior showing the proposed installation of the receptacle plug-in with dimensions showing how far from the front wall and how high off the ground. Planning/Zoning will need to approve this Electrical Vehicle Charging Station locations.
5. Locations of EVCS Receptacle plug-ins are governed by the following zoning ordinances: Glendale Zoning Code Sections 30.32.090 (E) and 30.32.130 (C) These can be summarized with the following requirements. For any special conditions please contact planning for further direction.

For exterior installation:

- Locate in area that is least obtrusive visually from the street yet serves the vehicle parking space.
- Install receptacle plug-in to the side of home or garage. Do not install on the front wall of home or garage unless the garage is located at the rear of the property.
- You may install the receptacle plug-in on the building along the driveway provided that the driveway has a minimum 9 feet wide clearance.

For interior installation in garage:

- If your garage has 20'-0" wide clearance between the inside faces of wall, the receptacle plug-in can be located anywhere on the walls.
- If your garage clearance is less than 20'-0", you are limited to locating the receptacle plug-in to above 48" above finish floor and within 36" of the front of wall of garage.
- Ceiling mounted receptacle plug-in unit may be installed when allowed per the listed manufacture's installation specifications and maintaining a 6"-8" minimum clearance from finish floor and away from vehicle impact.

INSPECTION REVIEW COMMENTS

The following items are important for the safety and proper placement of the EVCS plug-in receptacle.

1. All work must be done in compliance with the latest **California Building, Electric, and Green Codes**, as well as the **Glendale Building & Safety Code Amendments** and the **Glendale Reach Codes**. The EVSC must also be installed per the **listed manufacture's installation specifications**.
2. Electric vehicle charging facilities in **new buildings** shall comply with the **California Green Code (CGnC) 2022** and **Glendale Reach Code (GRC) 2023** whichever is more restrictive. See Glendale Reach code (GRC) by clicking on [GRC 2023](#)

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3. All work must be done in compliance with the latest **California Building, Electric, and Green Codes**, as well as the **Glendale Building & Safety Code Amendments** (and the **Glendale Reach Codes**).
4. **Building Codes can be found at: [BUILDING CODES](#)**
5. The EVSC must also be installed per the **Manufacturer's Listed Installation Specifications**.
6. Electric vehicle charging facilities in **new buildings** shall comply with the **California Green Code (CGnC) 2022** and **Glendale Reach Code (GRC) 2023** whichever is more restrictive.
7. Scope of work beyond the installation of a EVCS may require additional permits.
8. Placement of receptacle plug-in must match the criteria described in plan review item #5.
9. Historical building requirements must be adhered to.
10. Do **not** cover installations prior City inspector viewing and approved for work done.
11. The installation shall comply with the California Electrical Code (CEC) 2022 and specifically with Article 625, Electric Vehicle Power Transfer System, including but not limited to providing the following:
 - a. a dedicated branch circuit,
 - b. proper overcurrent and GFCI protection,
 - c. proper sizing of conductors,
 - d. proper means of disconnect where required,
 - e. ventilation where required by equipment listing specifications, and
 - f. proper electrical installation.
12. All equipment shall be protected for vehicle impact per CEC Art. 110.27 (B) either by locating in area away from vehicle impact or by use of bollard or other approved means of protection.
13. Exterior outlet boxes shall be waterproof protected per CEC 625.56 and equipment shall be rated for exterior use per the manufacturer's listed specifications.
14. The main panel shall be rated for the additional demand for power in compliance with CA Electrical Code (CEC), the electrical panel List Manufacturer's Listed Specifications and GWP requirements.
15. Electrical load calculations are required to be submitted to the City Inspector. Load calculations are required verify adequate power supply and equipment sizing. This is especially important for existing older homes, when multiple units on property and/or when preparation to installation a second EVCS.
16. Unusual conditions may need additional documentation and design for review. City staff can guide you for any specific needs.