



COMMUNITIES IN CHARGE

START YOUR EV CHARGING PROJECT:
APPLICATION READINESS GUIDE



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Your EV Project Roadmap

YOU ARE HERE

Get to Know Your Site

To begin your EV charging journey, we recommend an initial site assessment to better understand your site's electrical capacity, along with a survey of current charging demand, to determine charger type and quantity.

Connect with an EVITP-Certified Contractor

The program requires that contractors completing the installation be EVITP certified. Your contractor can support with site design, permit-ready documents, and permit applications.

Prepare Your Documents & Start Your Application

Submit your permit application to your local AHJ and prepare your other required documents for your Communities in Charge application. [Create an account](#) on the Incentive Processing Center (IPC).

Determine Your Project Readiness:

Tier 1 or Tier 2



Readiness Tier 1 Overview



Fully Approved & Ready to Install

This Readiness Tier is best suited for applicants whose project is fully permitted and approved, and is also ready to begin installation immediately.

Tier 1 Term Glossary

- 1. Final Site Design:** A Final Site Design is the finalized drawing or construction sketch of the Level 2 EVSE infrastructure at the project site.
- 2. Site Verification Form:** Required by all applicants to Communities in Charge, this document lists out information about the project site, project applicant, and the site's property owner to confirm that both the site owner and lessee (if applicable) are aware of the project.
- 3. Issued Building Permit:** A building permit that has been reviewed and approved by the relevant Authority Having Jurisdiction (AHJ), allowing installation to begin.
- 4. Selected Eligible Equipment:** Tier 1 applicants must select eligible Level 1 or 2 equipment from the Communities in Charge eligible equipment list.

What's Needed At Time of Submission:



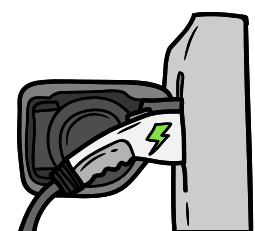
Final Site
Design



Issued Building
Permit



Site Verification
Form



Eligible Equipment
Selection

Readiness Tier 2

Overview



In Progress – Permits Not Yet Approved

This Readiness Tier is best suited for applicants who have started the permitting process but have not yet received final approvals, and have not yet selected their eligible equipment.

Tier 2 Term Glossary

- 1. Final Site Design:** A Final Site Design is the finalized drawing or construction sketch of the Level 2 EVSE infrastructure at the project site.
- 2. Site Verification Form:** Required by all applicants to Communities in Charge, this document lists out information about the project site, project applicant, and the site's property owner to confirm that both the site owner and lessee (if applicable) are aware of the project.
- 3. Building Permit Application:** The official document package submitted to an AHJ requesting permission to construct new EV charging stations at a commercial or multi-family housing site.
- 4. Date of Permit Application:** The specific date when the application for a building permit was submitted to the relevant AHJ.

What's Needed At Time of Submission:



Final Site Design



Building Permit Application



Date of Permit Application



Site Verification Form

Readiness Documents Checklist



Document	Tier 1	Tier 2
Final Site Design	✓ Required	✓ Required
Issued Building Permit	✓ Required	✗ Not Required
Building Permit Application	✗ Not Required	✓ Required
Site Verification Form	✓ Required	✓ Required
Selected Eligible Equipment	✓ Required	✗ Not Required
Optional: Up to 3 Letters of Support (LOS) from CBOs or a tenant organization	⋯ Optional	⋯ Optional
Optional: Community Connection Documentation	⋯ Optional	⋯ Optional

1. Project Term Glossary

1. **Authority Having Jurisdiction (AHJ)** – The local government or regulatory entity responsible for reviewing and approving permits and ensuring compliance with building codes.
2. **Authorized Lessee** – An Authorized Lessee is a party that enters into a legally binding lessor / lessee agreement with the property owner.
3. **ADA Compliance (Americans with Disabilities Act Compliance):** Ensures that EV charging stations are accessible to people with disabilities.
4. **Building Permit** – An official document issued by an AHJ that grants approval to begin construction or make modifications on a site.
5. **Building Permit Application** – A formal request submitted to an AHJ for approval to construct or modify EV charging infrastructure.
6. **Charger Locations** – The designated place where EV charger(s) will be installed at a site.
7. **Construction Drawing** – A detailed, technical plan that outlines the placement and specifications of EV infrastructure, including chargers, electrical panels, and service upgrades.
8. **Electrical Panel** – A distribution board that manages the flow of electricity to EV chargers and may require upgrades for installation.
9. **EVSE (Electric Vehicle Supply Equipment)** – The infrastructure that provides electricity to charge electric vehicles.
10. **Final Site Design** – The finalized drawing or construction sketch of the Level 2 EVSE infrastructure at the project site. Typically, final site design includes the layout of EV infrastructure, including charger locations, electrical connections, and compliance details.
11. **Installation Site Address** – The physical project site address where the EV charging stations will be installed.
12. **Issued Building Permit** – A building permit that has been reviewed and approved by the AHJ, allowing installation to begin.
13. **Permitting Approvals** – The authorization given by an AHJ or other regulatory bodies to proceed with EV infrastructure installation or modification.
14. **Preliminary Site Plans** – Early-stage site maps or diagrams that show proposed charger locations, access points, and basic layout.



Appendix

15. **Project Description** – A summary included in the building permit that details the scope of work and the purpose of the EV infrastructure project.
16. **Scope of Work** – The set of tasks and objectives outlined in the permit application, describing what will be done during installation.
17. **Selected Equipment** – The specific eligible EV chargers chosen for the project, including the number of chargers, make, and model.
18. **Service Upgrades** – Electrical upgrades needed to support EV charging infrastructure, such as increasing power supply capacity.
19. **Site Owner** – The legal owner of the property where the EV charging project is being implemented.
20. **Site Verification Form** – A required document that confirms both the site owner and, if applicable, the lessee acknowledge and approve the project.
21. **Readiness Tier 1** – The highest level of project readiness, indicating that all permits and approvals are complete, and installation can begin immediately.
22. **Readiness Tier 2** – A permit application has been submitted, but the project has not yet received issued building permits.

2. Important Links & Resources

Website: thecommunitiesincharge.org

Email: communitiesincharge@calstart.org

[EVITP-Certified Contractors in California](#)

[Communities in Charge Technical Assistance Request Form](#)

[Eligible Equipment List](#)

[Sample Supporting Documents List](#)