

# Permitting Basics

As part of your turnkey charging solution, Qmerit will manage all required permitting and inspections on your behalf. This overview of the permitting process is provided as an educational resource, to help you understand the steps and timing involved.

Qmerit will help you determine your permitting needs during the proposal generation stage, based on the scope of your project and the requirements of your local AHJ (Authority Having Jurisdiction). Typically, a permit is required for all new charging installations involving a 40-amp or greater circuit.

## Preparing for the Permitting Process

- In the wake of COVID, most building departments have changed their processes for plan review and permit issuance.
- Visit your local AHJ Building Department website to find out what is required to submit for review, and other fundamental information on navigating the permit process.
  - **Example:** Google search results for the query “City of <<name of local AHJ>> Building Permit” will look similar to this one, which links to the [website for El Cajon, CA](#):



- After reviewing the website, it is a good practice to call your local AHJ to verify assumptions and request any missing information.
- This approach will ensure you understand what is needed to assemble a complete “Plan Review Package” prior to submission.
- It is likely that you will also need a Business License to secure an installation permit.

## Assembling Your Plan Review Package: Questions to Consider

- Does the AHJ allow digital drawing submissions, or is a printed set required?
- If paper copies are required, consider the following questions:
  - What is the accepted size and scale of the sheets?
  - How many sets are required?
  - Do they need to be “wet stamped” or will printed, digitally stamped sheets be accepted?
  - Do they need a “wet signature” or will printed digital signatures be accepted?
  - If wet stamps and signatures are required, does the seal need to be raised embossed?
- Which form(s) are needed based on the scope of work being installed? (Cities should have a standard permit application.)

- What is the fee structure for the scope of work? (This will vary based on the size and number of circuits being installed.)
- Once the package is submitted, what is the expected timeline for receiving either your permit or plan review correction comments?
- What is the best phone number and email address for follow-up? (Identifying contact information early can help later if the AHJ needs some nudging to move things along.)

## Submitting Your Plan Review Package

- Assemble all required materials and deliver the review package to the local AHJ.
  - If you are filing electronically, complete the application and upload the required information.
  - If an in-person submission is necessary, complete the application and then print, stamp and sign the required sets. Make an appointment with the plan reviewer to submit the package, if possible.
- Pay all review fees. (Additional fees may be required upon permit issuance.)
- Establish and confirm the “Plan Check Number” associated with your permit application. This will be needed for reference when contacting the AHJ.
- Mark your calendar with the first follow-up date up based on the review timeline identified earlier in the process.
- If corrections are received, it is important to address and return the plans as quickly as possible. The AHJ's review clock stops when corrections are issued and does not start again until corrected sheets are resubmitted.
- Follow up weekly as needed until all corrections have been addressed and the permit has been released.