# Community Development Department
# Building Division

## RESIDENTIAL AND NON-RESIDENTIAL
## CHECKLIST FOR PERMITTING ELECTRIC VEHICLES
## AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

This checklist substantially follows the *"Plug-In Electric Vehicle Infrastructure Permitting Checklist"* contained in the *Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook"* and is purposed to augment the guide checklist.

| Job Address: | Permit No. |
|---|---|

☐ Single-Family   ☐ Multi-Family (Apartment)   ☐ Multi-Family (Condominium)

☐ Commercial (Single Business)          ☐ Commercial (Multi-Businesses)

☐ Mixed-Use        ☐ Public Right-of-Way

Location and Number of EVSE to be Installed:

Garage _____        Parking Level(s) _____        Parking Lot _____        Street Curb _____

Description of Work:

| Applicant Name: | |
| --- | --- |
| Applicant Phone & email: | |
| Contractor Name: | License Number & Type: |
| Contractor Phone & email: | |
| Owner Name: | |
| Owner Phone & email: | |

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EVSE Charging Level:  ☐ Level 1 (120V)  ☐ Level 2 (240V)  ☐ Level 3 (480V)

Maximum Rating (Nameplate) of EV Service Equipment = _____ kW

Voltage EVSE = _____ V  |  Manufacturer of EVSE: _____

Mounting of EVSE: ☐ Wall Mount  ☐ Pole Pedestal Mount  ☐ Other _____

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System Voltage:

☐ 120/240V, 1ɸ, 3W  ☐ 120/208V, 3ɸ, 4W  ☐ 120/240V, 3ɸ, 4W

☐ 277/480V, 3ɸ, 4W  ☐ Other _____

Rating of Existing Main Electrical Service Equipment  =  _____ Amperes

Rating of Panel Supplying EVSE  (if not directly from Main Service)  =  _____ Amps

Rating of Circuit for EVSE:  _____ Amps  /  _____ Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A)  =  _____ A.I.C. *(or verify with Inspector in field)*

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

- Connected Load of Existing Panel Supplying EVSE = _____ Amps

- Calculated Load of Existing Panel Supplying EVSE = _____ Amps

- Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps
  *(Provide Demand Load Reading from Electric Utility)*

Total Load (Existing plus EVSE Load) = _____ Amps

*For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the "Single-Family Residential Permitting Application Example" in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" https://www.opr.ca.gov*

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity of EVSE Conductor = # _____ AWG

For Single-Family:  Size of Existing Service Conductors = # _____ AWG or kcmil
- or - :  Size of Existing Feeder Conductor

Supplying EVSE Panel = # _____ AWG or kcmil
*(or Verify with Inspector in field)*

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: _____    Date: _____