



PLANNING AND BUILDING DEPARTMENT

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Electric Vehicle Charging Station Permit

Eligibility Checklist for Expedited Electric Vehicle Charging Station Permit:

Commercial Building and Facilities

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	<input type="checkbox"/>
Level 2 – 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 192 kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (Provide Detail): _____	Provide rating: _____	<input type="checkbox"/>

Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include the electrical service panel upgrade?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load of 125%	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9kW station with a circuit rating of 50Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Site Plan and Single Line Drawing:

A. Is a site plan and separate electrical plan with a single-line diagram included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC625.29 {D}), is mechanical plan included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Is the site plan fully dimensioned and drawn to scale?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with the 2016 California Electrical Code:

A. Does the plan include EVCS manufacturer’s specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for additional breakers?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150V to ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting mean provided in a readily accessible location in line of site and within 50’ of EVCS. (CEC 625.23)		
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18” for direct burial per CEC 300)	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with the 2016 California Green Building Standards Code (CGBSC):

A. Does the CAL Green EV Readiness installation requirements apply to this project?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans demonstrate conformance with CGBSC Table 5.106.5.3.3 for the minimum required number of charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the construction plans comply with the design requirements set forth in CGBSC 5.106.5.31 for single charging spaces or CGBSC 5.106.5.3.2 for multiple charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with 2016 California Building Code, Chapter 11-B Accessibility Features:

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1 ?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the plans detail compliance with the accessible EVCS features required by 11B-812 and Figure 11B-812.9 ?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Notes: This criteria is intended for an expedited EVCS permitting process. If any items are checked NO, please revise plans to fit within the eligibility checklist: otherwise the permit application may go through the standard plan review and approval process. Plan review commences the day after submittal.

Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

Project Address: _____

Applicant Signature: _____

Applicant’s Printed Name: _____

Contractor’s License Number and Type: _____ - _____