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"Partnering to Improve Consistency & Customer Service"

Residential Electric Vehicle Charging Station Permit Checklist

This checklist is provided to determine if your application is eligible for expedited EVCS processing. If any item is checked "NO", revise design, otherwise application must go through standard review process.

Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)	Check one
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	☐
Level 2 – 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	☐
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	☐
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	☐
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	☐
Other (provide detail):_____	Provide rating:_____	☐

PERMIT APPLICATION

A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor's license #, phone numbers, etc.	☐Y	☐N
B. Does the application include EVCS manufacturer's specs and installation guidelines	☐Y	☐N

ELECTRIC LOAD CALCULATION WORKSHEET

A. Is an electrical load calculation worksheet included? (CEC 220)	☐Y	☐N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required	☐Y	☐N
1) If yes, do plans include the electrical service panel upgrade	☐Y	☐N
C. Is the charging circuit appropriately sized for a continuous load (125%)	☐Y	☐N
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed panel schedule with electrical calculations included with the single line diagram	☐Y	☐N

SITE PLAN & SINGLE LINE DRAWING

A. Is a site plan and electrical plan with a single-line diagram included with the permit application (*site plan may not be required for installations in/on existing permitted buildings*)	☐Y	☐N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.52 (B)), is a mechanical plan included with the permit application	☐Y	☐N
B. Is the site plan fully dimensioned and drawn to scale	☐Y	☐N
1) Showing location, size, and use of all structures	☐Y	☐N
2) Showing location and amperage of electrical panel(s) to charging system	☐Y	☐N
3) Showing type of charging system and mounting	☐Y	☐N

COMPLIANCE WITH 2019 CALIFORNIA ELECTRCIAL CODE (TITLE 24, PART 3)

A. Are the EVCS manufacturer's specs and installation guidelines provided	☐Y	☐N
B. Does the electrical plan identify the amperage and location of existing electrical service panel	☐Y	☐N
1) If yes, does the existing panel schedule show room for additional breakers	☐Y	☐N

C.	Is the charging unit rated more than 60 amps or more than 150V to ground	☐Y	☐N
1)	If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS (CEC 625.43)	☐Y	☐N
D.	Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	☐Y	☐N
E.	If trenching is required, is the trenching detail called out	☐Y	☐N
1)	Is the trenching in compliance with electrical feeder requirements from structure to structure (CEC 225)	☐Y	☐N
2)	Is the trenching in compliance of minimum cover requirements for wiring methods or circuits (CEC 300)	☐Y	☐N

AGREEMENT:

As the responsible contractor or authorized agent for the project I understand that I am responsible for the accuracy of all information provided in this application. I also understand that revisions to this project will result in a revised application and plan review submitted to the building division which may not be eligible for expedited electric vehicle charging station permit issuance.

Contractor/Authorized Agent Name: _____ (Please Print)

Contractor/Authorized Agent Signature: _____Date:_____