

CHECKLIST FOR PERMITTING ELECTRIC VEHICLES AND ELECTRIC VEHICLE SERVICE EQUIPMENT

REQUIREMENTS

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 guidebook’s checklist.

INSTRUCTIONS

1. Complete form.
2. Sign and attest to compliance
3. Attach the Planning form “Electric Vehicle Charging Station Streamlining Checklist” to this form.
4. Submit to the Building Official.

If it is 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.

CHECKLIST FOR PERMITTING ELECTRIC VEHICLES AND ELECTRIC VEHICLE SERVICE EQUIPMENT

JOB ADDRESS	PERMIT NO.
-------------	------------

☐ Single-Family	☐ Multi-Family (Apartment)	☐ Commercial (Single Business)	☐ Mixed-Use
☐ Multi-Family (Condominium)	☐ Commercial (Multi-Businesses)	☐ Public Right-of-Way	

LOCATION AND NUMBER OF EVSE TO BE INSTALLED			
Garage _____	Parking Level(s) _____	Parking Lot _____	Street Curb _____

DESCRIPTION OF WORK

APPLICANT INFORMATION		
NAME	PHONE NUMBER	EMAIL ADDRESS

CONTRACTOR INFORMATION		
NAME	PHONE NUMBER	EMAIL ADDRESS

CONTRACTOR LICENSE NUMBER & TYPE

OWNER INFORMATION		
NAME	PHONE NUMBER	EMAIL ADDRESS

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: _____
SYSTEM VOLTAGE ☐ 120/240V, 1φ, 3W ☐ 120/208V, 3φ, 4W ☐ 120/240V, 3φ, 4W ☐ 277/480V, 3φ, 4W ☐ Other: _____				
RATING OF EXISTING MAIN ELECTRICAL SERVICE EQUIPMENT _____ AMPS	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 _____ AIC <i>or verify with Inspector in field</i>	
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 <i>Provide Demand Load Reading from Electric Utility</i>			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 <i>or verify with Inspector in field</i>				
ACKNOWLEDGEMENT <i>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.</i>				
SIGNATURE OF PERMIT APPLICANT			DATE	