



**ELECTRIC VEHICLES AND ELECTRICAL VEHICLE SERVICE EQUIPMENT
BUILDING PERMIT SUBMITTAL CHECKLIST**

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 technical aspects of EVSE installations and is intended to help expedite permitting and use for electrical vehicle charging. Once this checklist has been deemed complete a permit shall be issued to the applicant. However, if it is determined that the installation might have specific adverse impact on public health and 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 guidebook’s checklist.

Applicant Information

| | |
|-------------------------|--------------|
| Name: | Ph.#: |
| Address: | |
| City/State/Zip: | |
| APN(s): | |
| Project Address: | |

Property Type:

| | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Commercial (Single Business) |
| <input type="checkbox"/> Commercial (Multi-Businesses) | <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Public Right-of-Way |

Location and Number of EVSE to be installed:

| | | | |
|-------------|-------------------|-----------------|------------------|
| Garage: [] | Parking Level:[] | Parking Lot:[] | Street Curb: [] |
|-------------|-------------------|-----------------|------------------|

Description of Work:

EVSE Charging Level

| | | | |
|---|---|---|--|
| <input type="checkbox"/> Level 1 (120V) | <input type="checkbox"/> Level 2 (240V) | <input type="checkbox"/> Level 3 (480V) | |
| Maximum Rating (Nameplate) of EV Service Equipment = () kW | | | |
| Voltage EVSE = () V | | Manufacturer of EVSE: () | |
| Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other () | | | |

System Voltage:

| | | | |
|--|---|--|--|
| <input type="checkbox"/> 120/240V, 1 ϕ , 3W | <input type="checkbox"/> 120/208, 3 ϕ , 4W | <input type="checkbox"/> 120/240V, 3 ϕ , 4W | <input type="checkbox"/> 277/480V, 3 ϕ , 4W |
| <input type="checkbox"/> 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) = [] AIC (or verify with inspector in field.) | | | |

Specify Either connected, Calculated or Documented 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” www.opr.ca.gov |

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|--|
| 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 Applicant: _____ Date: _____