**Development Services Department**

**Building Division**

794 Third Street

Corning, CA 96021

530-824-7027



**Checklist for the Permitting and Installation of 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, if it is deemed 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 guidebook’s checklist.

**Job Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use of Building or Area**

[ ]  Single Family [ ]  Multi-Family (Apartment)

[ ]  Commercial (Single Business) [ ]  Commercial (Multi-Businesses)

[ ]  Mixed-Use [ ]  Public Right-of-Way

**Location and Quantity of EVSE to be Installed**

Garage \_\_\_\_\_ Parking Lot \_\_\_\_\_ Street Curb \_\_\_\_\_

**Description of Work** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVSE Specifications**

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

Maximum Rating (Nameplate) of EVSE = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_kW

Voltage EVSE = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ V Manufacturer of EVSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mounting of EVSE: [ ]  Wall Mount [ ]  Pole Pedestal Mount [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electrical System Specification**

Voltage: [ ]  120/240V, 1 φ, 3W [ ]  120/280V, 3 φ, 4W [ ]  120/240V, 3 φ, 4W

 [ ]  277/480V, 3φ, 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)

**Electrical System Load Calculation**

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” http:www.opr.ca.gov*

**EVSE Electrical Supply Conductor Sizing Calculation**

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)*

**EVSE Location and Metering**

Proposed EVSE location may not be located over any underground utility facilities, equipment, and/or infrastructure. Also, a dedicated meter may be required on any EVSE.

I herby 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 also acknowledge that nothing herein shall modify or remove my obligation as a permit applicant, owner, or operator of an electric vehicle charging station to comply with any electric utility’s reasonable and feasible safety, reliability, and engineering interconnection policies. \*\*I will ensure that a copy of the equipment specification and installation guide will be available to the inspector at time of inspection.

Signature of Permit Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_