



ELECTRIC VEHICLES
& ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)
RESIDENTIAL AND NON-RESIDENTIAL CHECKLIST FOR PERMITTING

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. In most cases, the City will be able to issue a permit same day or within 24 hours. However, 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 and a longer time frame may occur.

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.

ALTERNATIVES TO USING THIS CHECKLIST FOR PERMITTING EVSE

- If you are seeking to install EVSE for a single-family home, you can *skip this checklist* and apply for an electrical permit online at <https://www.cityofsanrafael.org/building-permits/>.
- If you are a contractor and are submitting plans for construction that includes electric vehicle charging stations, you may provide all the information below in those plans in lieu of submitting this form.

PROJECT OVERVIEW

Property Address: Click or tap here to enter text.	Permit Number: Click or tap here to enter text.
<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (Apartment) <input type="checkbox"/> Multi-Family (Condominium) <input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses) <input type="checkbox"/> Mixed-Use	
Number of EVSE to be installed by location: Garage _____ Parking Level(s) _____ Parking Lot _____	
Description of Work: Click or tap here to enter text.	

EVSE DESCRIPTION

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	
EVSE Voltage = _____ V	Manufacturer of EVSE: _____
EVSE Mounting: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

ELECTRICAL SUMMARY

System Voltage:

120/240V, 1 ϕ , 3W

120/208V, 3 ϕ , 4W

120/240V, 3 ϕ , 4W

277/480V, 3 ϕ , 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

A.I.C. Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C.
(or verify with Inspector in field)

LOAD SUMMARY

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

- Connected Load of Existing Panel Supplying EVSE = _____ Amps; **OR**
- Calculated Load of Existing Panel Supplying EVSE = _____ Amps; **OR**
- Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps
(Provide Demand Load Reading from Electric Utility)

Total Load (Existing Load plus EVSE Load) = _____ Amps

NOTE: For single family dwellings (that are not using the electrical permit approach outlined on page 1), 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)” found at <https://www.opr.ca.gov>.

CONDUCTOR SUMMARY

For single family dwellings (that are not using the electrical permit approach outlined on page 1):

Size of Existing Service Conductors = # _____ AWG or kcmil; **OR**

Size of Existing Feeder Conductor Supplying EVSE Panel = # _____ AWG or kcmil

For all other projects:

EVSE Rating _____ Amps x 1.25 = _____ Amps =

Minimum Ampacity of EVSE Conductor = # _____ AWG

NOTE: A site plan is required showing the location(s) of all existing and proposed parking space(s), and equipment serving the Electric Vehicle Charging Station. Show the location of the electric run and provide manufacturer sheets on all equipment to be used. Electrical plans are also required that detail the installation.

NON-RESIDENTIAL CHARGING STATION STANDARDS

Charging stations shall not require site plan review approval provided the following standards are met. If any of the below standards are *not* met (*unchecked*), a ministerial site plan review shall be required to address the specific, adverse impact upon the public health or safety identified, except where design review may be required as noted below.

- Charging stations shall be located only on property developed in compliance with a previously approved site plan. Charging stations shall not be permitted on vacant land. (*Development on vacant land requires design review*)
- Charging stations shall be placed within existing parking stalls and shall not be placed in areas that impede required drive lanes, fire lanes, loading zones, and/or pedestrian paths of travel.
- No protected trees and/or trees required as part of a previous site plan approval for the development will be removed to accommodate the vehicle charging station.
- No changes to the direction of water flow and/or new drainage systems are required to accommodate new charging facilities and equipment.
- Equipment shall be placed underground or staged in a manner that does not displace parking spaces or create visual safety barriers. (*Removal of parking spaces for equipment may require design review*)
- Signage for the charging stations shall be limited to the labels and materials on the equipment.

APPLICANT INFORMATION

Applicant Name: Click or tap here to enter text.

Applicant Phone & Email: Click or tap here to enter text.

Contractor Name: Click or tap here to enter text.

License Number & Type: Click or tap here to enter text.

Contractor Phone & Email: Click or tap here to enter text.

Owner Name: Click or tap here to enter text.

Owner Phone & Email: Click or tap here to enter text.

CERTIFICATION OF CHECKLIST

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.

Click or tap here to enter text.

Click or tap here to enter text.

Signature of Permit Applicant
(*Electronic Signature OK*)

Date