



Checklist for Permitting Electric Vehicles (EV) and Electric Vehicle Service Equipment (EVSE)

PERMIT NO. _____

RESIDENTIAL AND NON-RESIDENTIAL

This checklist contains the technical aspects of EVSE installations and is intended to help with expediting permitting and use for electric vehicle charging. Complete the following information and attach as a supplement to the application for a building permit.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. 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.

NOTE: This checklist 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 intended to enhance the guidebook's checklist.

APPLICANT INFORMATION	
Name: _____	
Phone: _____	E-mail: _____
CONTRACTOR INFORMATION	
Name: _____	
License Number & Type: _____	
Phone: _____	E-mail: _____
OWNER INFORMATION	
Name: _____	
Phone: _____	E-mail: _____

JOB INFORMATION	
☐ Single-Family	☐ Commercial (Single Business)
☐ Multi-Family (Apartment)	☐ Commercial (Multi-Businesses)
☐ Multi-Family (Condominium)	☐ Mixed-Use ☐ Public Right-of-Way
Location and Number of EVSE to be Installed:	
Garage: _____ Parking Lot: _____ Parking Level(s): _____ Street Curb: _____	
Description of Work: _____	



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EV/EVSE INFORMATION

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 INFORMATION

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

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

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." Click link: [Governor's Office of Land Use and Climate Innovation](#)

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity of EVSE
Conductor = # _____ AWG

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.

Applicant Signature: _____

Date: _____