



This checklist is to facilitate preliminary screening of building permit applications for Electric Vehicle Charging Stations (EVCS) and it shall be completed by the applicant and submitted along with a building permit application.

INSTALLATION TYPE		
Check One	Charging Station(s) Proposed	Associated Power Levels (proposed circuit rating)
	Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps
	Level 2 – 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps
	Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps
	Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps
	Level 2 – 19.2 kW (highest)	208/240 VAC at 100 Amps
	Other (provide detail)	

### CHECKLIST

Applications must include project address, building/owner name, contractor name, valid contractor license number, phone numbers, email address, and any other requirements.

- Completed Permit Application
- Plans for permit
- Electric Vehicle Charging Station Manufacturer’s Specifications
- Electric Vehicle Charging Station Installation Guidelines
- Completed Electrical Load Calculations (Per CEC<sup>1</sup>)

**Based on the load calculation worksheet, is a new electrical service panel upgrade required<sup>2</sup>?**

Yes  No  *If new service or upgrade is required, plans must be included with the submittal.*

**Is the charging circuit appropriately sized for a continuous load (125%)?**

Yes  No

**If the charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 amps or higher, is a completed circuit card with electrical calculations included with the single-line diagram?**

Yes  No  Not Applicable

<sup>1</sup> 2022 California Electrical Code. Article 220 Branch-Circuit, Feeder, and Service Calculations

<sup>2</sup> **Load Calculation Worksheet review instructions:** The size of the existing service MUST be equal to or larger than the Minimum Required Size of main service breaker. If the existing service panel is **smaller** than the minimum required size of existing electrical services, then **a new upgraded electrical service panel must be installed** to handle the added electrical load from the proposed EVCS.



**CHECKLIST – CONT.**

**Site Plan & Single Line Drawing**

The Site Plan must be fully dimensioned and drawn to scale showing the following:

- Location, size, and use of all structures
- Location of the electrical panel to the charging system
- Type of mounting for the charging system

Is a Site Plan and Electrical Plan with a single-line diagram included with the permit application?  
..... Yes  No

If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.52), is a mechanical plan included with the permit application?..... Yes  No

**COMPLIANCE WITH 2022 CALIFORNIA ELECTRICAL CODE (TITLE 24, PART 3)**

Does the electrical plan show the amperage & location of the existing elec. service panel? Yes  No

Does the existing panel schedule show room for additional breakers?..... Yes  No

Are sizes for the conduit and conductor included?..... Yes  No

Is the charging unit rated more than 60 amps or more than 150V to ground?..... Yes  No

If rated >60 amps, are disconnecting means provided in a readily accessible location in the line of site and within 50' of EVCS? (CEC 625.42)..... Yes  No

Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) Approved listing mark? (UL2202/UL 2200)..... Yes  No

If trenching is required, is the trenching detail called out?..... Yes  No

Is the trenching in compliance with electrical feeder requirements from structure to Structure? (CEC 225)..... Yes  No

Is the trenching in compliance with minimum cover requirements for wiring methods Or circuits? (18" for direct burial per CEC 300)..... Yes  No

**COMPLIANCE WITH 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN) FOR NEW CONSTRUCTION (TITLE 24, PART 11)**

Is this project considered new construction?..... Yes  No

*If yes, plans must include installation of a listed raceway, adequate panel capacity and Identification as "EV Capable" in compliance with Section 4.106.4.1 & 4.106.4.1.1)*