



**RESIDENTIAL AND COMMERCIAL LEVEL 2 AND LEVEL 3
ELECTRIC VEHICLE CAR CHARGER CHECKLIST**

Application Information

- Project address and parcel number.
- Owner name, address and phone number.
- Contractor name, address and phone number and contractor's license number.
- All other information requested on the permit application form.

Plans or Drawing Information

- Address of property.
- Name, address, phone number of the property owner.
- Name, address, phone number and license number of the person responsible for the Electrical Vehicle Charging Station system design.
- Codes applicable to the project.
- Occupancy and use of the facilities.
- Narrative description and scope of the proposed work.

Electrical Information

- Provide Two (2) copies of the attached Electrical Service Load Calculations. Please include 125% of the EV charging station load in the calculation.
- Provide Two (2) sets of the Electric Vehicle Car Charger Manufacturer's Installation Details and Specifications.
- The type (level), voltage and ampacity for each charging station.
- Provide Electrical Floor Plan for interior installations. Floor plan to include the following:
- Plan view of the location of the proposed Electric Vehicle Charging Station equipment including the use of the space or area where the Electric Vehicle Charging Station will be installed.
- Amperage and location of the existing (or new) electrical service panel and the service panel are sized in accordance with the electrical service load calculations.
- If the Electric Vehicle Charging Station is rated more than 60 amps or more than 150V to ground, plans are to specify that the disconnecting means shall be lockable open and shall be provided in a readily accessible location. (CEC 625.42)
- The plans specify that the Electric Vehicle Charging Station equipment disconnecting means shall be identified with a durable label stating, "Emergency Power Off – Electric Vehicle Charging Station". (CEC110.21)
- Provide a Single-Line electrical diagram for all level 2 and 3 charging stations that includes the following information:
 - Conductor and conduit size, type and location.
 - Size of the over current device (circuit breaker) supplying the Electric Vehicle Charging Station.

- The size and location of the main electric panel, distribution panels (sub panels), overcurrent protection, disconnects, additional meters, and Electrical Vehicle Charging Station equipment.

Miscellaneous Information

- If the Electrical Vehicle Charging Station equipment is listed for charging electric vehicles that require ventilation for indoor charging, please provide a Mechanical Plan showing and specifying all of the ventilation requirements prescribed by CEC 625.52.
- The plans are to specify where the labeling of the Electrical Vehicle Charging Station equipment (i.e. "FOR USE WITH ELECTRIC VEHICLES", "VENTILATION NOT REQUIRED", "VENTILATION REQUIRED", etc.). (CEC 625.15)
- Provide physical protection such as a bollard is shown and detailed on the plans when vehicle impact protection for ELECTRICAL VEHICLE CHARGING STATION equipment when applicable. (CEC 110.27 (B))
- Provide the mounting height for the charging coupling (the connector nozzle) and the operable controls. If installed indoors, the electric vehicle charging coupling shall be located between 18" and 48" above the finished floor. If installed outdoors, the electric vehicle charging coupling shall be located between 24" and 48" above the finished grade. (CEC625.50 and CBC 11B-309)

All Level 3 Chargers And Level 1 And 2 Chargers Not Installed Within An Existing Family Dwelling, Garage, Carport or Agricultural Building.

- Provide a Site Plan included with the permit application and include the following information:
 - Location and name of structure(s) on the site;
 - Property lines, streets, lot dimensions, north arrow, the distance from property lines to structures and the proposed Electrical Vehicle Charging Station equipment;
 - Dimensioned parking improvements, driveways, etc.;
 - Electrical Vehicle Charging Station equipment, main electric service panel, disconnects and overcurrent protection locations;
 - Underground conduit locations;
 - Location of additional meter, if applicable;
 - All site related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. ***[Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.]***
 - Detailed and specific site of all related proposed work.

Accessibility Requirements

Required for public and common use areas, public accommodations, commercial facilities and public housing as defined in the CA Building Code.] The plans show and specify all the applicable accessibility requirements prescribed in CBC Chapter 11B, including but are not limited to the requirements of the following sections:

All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. ***[Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.]***

11B-202.4 (Path of Travel Requirements in Alterations, Additions and Structural Repairs) [See 11B-

202.4 Exception 10 for Path of Travel Requirement Exceptions]

- 11B -228.3 (Electric Vehicle Charging Stations);
- 11B-302 (Floor or Ground Surfaces);
- 11B-303 (Changes in Level);
- 11B-305 (Clear Floor or Ground Space);
- 11B-308 (Reach Ranges);
- 11B-309 (Operable Parts);
- 11B-402 (Accessible Route);
- 11B-703.3 (Braille);
- 11B-703.7 (Symbols of Accessibility);
- 11B-703.7.2.1 (International Symbol of Accessibility);
- 11B-707.2 (Clear Floor or Ground Space);
- 11B-707.3 (Operable Parts);
- 11B-707.7.2 (Characters);
- 11B-707.9 (Point-of-Sale Devices);
- 11B-812 (Electric Vehicle Charging Stations)