



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING AND SAFETY DIVISION**

(Commercial and Residential) Electric Vehicle Charger Checklist

To assist in expediting your Electric Vehicle Charger (EVC) installation permit, please identify the type of EVC being installed:

Type of EVC	Power Levels – Volt Alternating Current (VAC)	Check One
Level 1	110/120 VAC at 15 or 20 Amps	
Level 2 (3.3 KW) – Low	208/240 VAC at 20 or 30 Amps	
Level 2 (6.6 KW) – Medium	208/240 VAC at 40 Amps	
Level 3 (50kW+) - High	480+ V at 100+ Amps	

Please answer the following questions:

A.	Do you have a site plan?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B.	Will the charger be installed according to the indoor/outdoor installation requirements per the manufacturer’s guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C.	Is the electrical panel location and amperage indicated on the site plan?	<input type="checkbox"/> Y	<input type="checkbox"/> N
D.	Is an extra breaker slot available on the electrical panel to accommodate the EVC?	<input type="checkbox"/> Y	<input type="checkbox"/> N
E.	Does the electrical panel need to be upgraded?	<input type="checkbox"/> Y	<input type="checkbox"/> N
F.	Does the EVC Equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?	<input type="checkbox"/> Y	<input type="checkbox"/> N
G.	Is a safety bollard proposed to protect the charger?	<input type="checkbox"/> Y	<input type="checkbox"/> N
H.	Will the coupling means of the EV supply equipment (the nozzle) be mounted at a height not less than 18” (indoor use) or 24” (outdoor use) from grade (CEC 625.50), unless otherwise indicated by the manufacturer?	<input type="checkbox"/> Y	<input type="checkbox"/> N
I.	Will the wall or pole-mounted stations and enclosures be installed at a height between 36” and 48”?	<input type="checkbox"/> Y	<input type="checkbox"/> N
J.	Will sufficient space exist around the EVC for safe operation and maintenance (CEC 110.26 – recommended space is 30” wide, 3’ deep and 6’-6” high)?	<input type="checkbox"/> Y	<input type="checkbox"/> N
K.	Will the Installation Requirements (shown below) be complied with? <ul style="list-style-type: none"> • Provide #12 AWG conductors for 75-feet maximum for 20A circuit. • Provide #10 AWG conductors for 75-feet maximum for 30A circuit. • Provide #8 AWG conductors for 75-feet maximum for 40A circuit. • Provide #8 AWG for 100A (copper) or #6 AWG for 100A (aluminum) (75-ft max) • Provide disconnect switch at EV when not within sight (50-feet) from breaker. 	<input type="checkbox"/> Y	<input type="checkbox"/> N

(I/We) the undersigned declare, under penalty of perjury under the laws of the State of California, that the information on all plans, drawings, and sketches attached hereto and all the statements and answers contained herein are, in all respects, true and correct.

Contractor/Installer: _____

License # & Class: _____

Signature: _____

Date: _____

Phone #: _____