



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

Please complete the following information related to the permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the building permit application. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging. Upon completing 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 within a few days. 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 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.

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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.sanbruno.ca.gov/273/Apply-for-a-Building-Permit>. If you are a contractor and are submitting plans for construction that include electric vehicle charging stations, you may provide all the information below in those plans in lieu of submitting this form.

PROJECT OVERVIEW

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| Property Address: | Permit Number: |
| <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 (Multiple) <input type="checkbox"/> Mixed-Use | |
| Number of EVSE to be installed by location: | |
| Garage: <input style="width: 100px;" type="text"/> | Parking Level(s): <input style="width: 100px;" type="text"/> Parking Lot: <input style="width: 100px;" type="text"/> |
| Description of Work: <input style="width: 100%; height: 40px;" type="text"/> | |

EVSE DESCRIPTION

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| EVSE Charging Level: <input type="checkbox"/> Level 1(120 V) # <input style="width: 40px;" type="text"/> <input type="checkbox"/> Level 2(240V) # <input style="width: 40px;" type="text"/> <input type="checkbox"/> Level 3(480V) # <input style="width: 40px;" type="text"/> |
| Maximum Rating (Nameplate) of EV Service Equipment= <input style="width: 150px;" type="text"/> kW |
| EVSE Voltage= <input style="width: 100px;" type="text"/> V Manufacturer of EVSE: <input style="width: 200px;" type="text"/> |
| EVSE Mounting: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/> |



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ELECTRICAL SUMMARY

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| System Voltage: | | |
| <input type="checkbox"/> 120/240V, 1 ϕ , 3W | <input type="checkbox"/> 120/208V, 3 ϕ , 4W | <input type="checkbox"/> 120/240 V, 3 ϕ , 4W |
| <input type="checkbox"/> 277/480V, 3 ϕ , 4W | <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/> | |
| Rating of existing main electrical service equipment= <input style="width: 100px;" type="text"/> Amperes | | |
| Rating of panel supplying panel EVSE(if not directly from the main service)= <input style="width: 100px;" type="text"/> Amperes | | |
| Rating of the circuit for EVSE: <input style="width: 100px;" type="text"/> Amperes/ <input style="width: 100px;" type="text"/> Poles | | |
| A.I.C. rating of EVSE circuit breaker (if not single-family, 400A)= <input style="width: 100px;" type="text"/> A.I.C.(or field verify) | | |

LOAD SUMMARY

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| <p><u>For single-family dwellings (that are not using the electrical permit approach outlined on page 1):</u></p> <p>Size of existing service conductors= # <input style="width: 100px;" type="text"/> AWG or kcmil; OR</p> <p>Size of existing feeder conductor supplying EVSE panel= # <input style="width: 100px;" type="text"/> AWG or kcmil</p> |
| <p><u>For all other projects:</u></p> <p>EVSE rating: <input style="width: 100px;" type="text"/> Amperes x 1.25= <input style="width: 100px;" type="text"/> Amperes = minimum</p> <p>The ampacity of EVSE conductor= # <input style="width: 100px;" type="text"/> AWG</p> |
| <p>NOTE: A site plan is required to show the location(s) of all existing and proposed parking space(s), and equipment serving the Electric Vehicle Charging Station. Show the location of the electrical run and provide manufacturer sheets on all equipment to be used. Electrical plans are required to detail the installation.</p> |

NON-RESIDENTIAL CHARGING STATION STANDARDS

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| <p>Charging stations shall not require site plan review approval provided the following standards are met. If any of the below standards are <i>not</i> met (<i>unchecked</i>), 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.</p> |
| <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> No changes to the direction of water flow and/or new drainage systems are required to accommodate new charging facilities and equipment. <input type="checkbox"/> Equipment shall be placed underground or staged in a manner that does not displace parking spaces or create visual safety barriers. <input type="checkbox"/> Signage for the charging stations shall be limited to the labels and materials on the equipment. |



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(EVSE)
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APPLICANT INFORMATION:

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|-------------------|---|------------|--|
| Applicant name: | <input style="width: 100%;" type="text"/> | | |
| Applicant email: | <input style="width: 50%;" type="text"/> | Phone #: | <input style="width: 20%;" type="text"/> |
| Contractor name: | <input style="width: 50%;" type="text"/> | CSLB Lic.# | <input style="width: 20%;" type="text"/> |
| Contractor email: | <input style="width: 50%;" type="text"/> | Phone # | <input style="width: 20%;" type="text"/> |
| Owner name: | <input style="width: 50%;" type="text"/> | Phone #: | <input style="width: 20%;" type="text"/> |
| Owner email: | <input style="width: 100%;" type="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.

Signature of permit applicant

Date