Permit Application & Plan Review Checklist For Multi-Unit Dwellings (MUD) and Commercial Electric Vehicle Charging Station (EVCS)

INSTALLATION TYPE			
Check One	**Charging Station(s) Proposed**	**Associated Power Levels (proposed circuit rating)**	**Typical Non-Residential Charging Locations**
☐	Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	● Commercial office building
☐	Level 2 - 3.3kW (low)	208/240 VAC at 20 or 30 Amps	● Multi-unit dwellings (MUD) ● Commercial office building ● Public access
☐	Level 2 - 6.6kW (medium)	208/240 VAC at 40 Amps	
☐	Level 2 - 9.6kW (high)	208/240 VAC at 50 Amps	
☐	Level 2 - 19.2kW (highest)	208/240 VAC at 100 Amps	
☐	DC Fast Charging	440 or 480 VAC	● Public access ● Large commercial office buildings or parks ● Hospitality & recreation
☐	Other (provide detail)		

INSTRUCTIONS: This checklist shall be used during a multi-unit dwelling and commercial Electric Vehicle Charging Station (EVCS) installation permit application and plan review. If any discrepancies are found on the application and/or supplemental documentation, record the details of needed corrections on this sheet and provide to the applicant.

CHECKLIST

Check type of Electric Vehicle Charging Station Proposed:

☐ MUD EVCS

☐ Commercial EVCS

☐ **Completed Permit Application**

An application must include project address, parcel number builder/owner name, contractor name, valid contractor license number phone numbers, and any other requirement.

☐ **Electric Vehicle Charging Station Manufacturer's Specs & Installation Guidelines**

☐ **Completed Electrical Load Calculations Per CEC[1] 220**

Based on the load calculation worksheet, is a new electrical service panel upgrade required2?.....Yes☐ No☐

If new service or upgrade is required, plans and the utility work order must be included with the submittal.

Is the charging circuit appropriately sized for a continuous load (125%)?.....Yes☐ No☐

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[1] 2013 California Electrical Code. Article 220 Branch-Circuit, Feeder, and Service Calculations

[2] **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** in order to handle the added electrical load from the proposed EVCS.

CHECKLIST

If charging equipment proposed is a DC Fast Charging station or a Level 2 - 9.6kW station with a circuit rating of 50 amps or higher, is a completed circuit card with electrical calculations included with the single-line diagram?..... N/A ☐ Yes☐ No☐

☐ **SITE PLAN & SINGLE LINE DRAWING**

If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.50(B)), is a mechanical plan included with the permit application?..... N/A ☐ Yes☐ No☐

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

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

PLAN COMPLIANCE WITH 2016 CALIFORNIA ELECTRICAL CODE (TITLE 24, PART 3)

Does the electrical plan identify the amperage and location of existing electrical service panel?.....Yes☐ No☐

-If yes to Q2, does the existing panel schedule showroom 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 yes to Q3, are disconnecting means provided in a readily accessible location in the line of site and within 50' of EVCS? (CEC625.23)……Yes☐ No☐

Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?(UL 2202/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 of minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300)……Yes☐ No☐

PLAN COMPLIANCE WITH 2016 MANDATORY CALGREEN CODE FOR NEW CONSTRUCTION AND CHAPTER 11B ACCESSIBILITY REQUIREMENTS

2016 CALGreen Mandatory EVCS Requirements for New Construction[3]

For MUD EVCS, do CALGreen EV Readiness installation requirements apply?.....Yes ☐ No ☐

Do the plans demonstrate conformance with mandatory measures for 3% of total parking spaces, but no less than one, for new multifamily dwellings with 17+ units that must be EV capable per Section4.106.4.2?.....Yes ☐ No ☐

For Commercial EVCS, do CALGreen EV Readiness installation requirements apply to this project?.....Yes ☐ No ☐

Do the plans demonstrate conformance with mandatory measures of 3% of parking spaces in lots with 51+ spaces being EV capable per Section 5.106.5.3?.....Yes ☐ No ☐

[3] 2016 California Green Buildings Standards Code. Title 24, Part 11, Section 4.106.4.2 *Multi-family dwellings and* Section 5.106.5.3 *Electric Vehicle (EV) Charging*

2016 Chapter 11B Accessibility Requirements for Public and Common Use EVCS

Is there at least 1 EVCS parking stall out of 4 EVCS parking stalls that meet Chapter 11B accessibility dimension requirements for a van accessible parking space (144 inches wide with an adjacent access aisle)?.....Yes ☐ No ☐

Access aisles shall comply with Section 11B-302.
For parking stalls with 5 to 25 EVCS, is there 1 EVCS parking stalls that meets Chapter 11B accessibility dimension requirements for a van accessible parking space (144 inches wide with an adjacent access aisle) and 1 EVCS parking stall that meets the standard accessible parking space (108 inches wide with an adjacent access aisle)?
……..Yes☐ No ☐

Is the path of travel to the EVCS from the accessible parking stall demonstrate to be unobstructed?.....Yes ☐ No ☐

Is the accessible path of travel from the EVCS parking stall demonstrated to be with 200 feet of the main building entrance?.....Yes ☐ No ☐