

ELECTRICAL VEHICLE CHARGING STATION(S) CHECKLIST
 Commercial and Multi-Family Residential
 2022 California Electrical Codes (CEC)

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120 VAC at 15 or 20 Amps	<input type="checkbox"/>
Level 2 – 3.3 kW (low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 19.2 kW (highest)	208/250 VAC at 100 Amps	<input type="checkbox"/>
DC Fast Charging	440 or 480 VAC	<input type="checkbox"/>
Other (provide detail)	Provide ratings	<input type="checkbox"/>

PERMIT APPLICATION REQUIREMENTS:

1. Completed [Building Permit Application](#). Y N
2. Include EVCS manufacturer’s specs and installation guidelines. Y N

SITE PLAN AND SINGLE LINE DRAWING REQUIREMENTS:

3. Provide an electrical plan with a single-line diagram. Y N
4. Provide a fully dimensioned, scaled site plan: Y N
 - a. Show location, size and use of all structures. Y N
 - b. Show location of electrical panel to charging system. Y N
 - c. Show type of charging system and mounting. Y N

ELECTRICAL REQUIREMENTS:

5. Include an electrical load calculation worksheet (CEC 220). Y N
6. Based on the load calculation worksheet, is a new electrical service panel upgrade required? Y N
 - a. If yes, do plans include the electrical service panel upgrade? Y N
7. Is the charging circuit appropriately sized for a continuous load (125%)? Y N
8. If charging equipment proposed is 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. Y N
9. If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.52), is a mechanical plan included with submittal? Y N

10. Does the electrical plan identify the amperage and location of the existing electrical service panel? Y N
- a. If yes, does the existing panel schedule show room for additional breakers? Y N
11. Is the charging unit rated more than 60 amps or more than 150V to ground? Y N
- a. If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS (CEC 625.43)? Y N
12. Does the charging system have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark (UL 2202)? Y N
13. Is trenching required? Y N
- a. Is the trenching detail called out on the plans? Y N
- b. Is the trenching in compliance with electrical feeder requirements from structure to structure (CEC 225)? Y N
- c. Is the trenching in compliance of minimum cover requirements for wiring methods or circuits (18" for direct burial per CEC 300)? Y N

ACCESSIBILITY REQUIREMENTS OF CHAPTER 11B OF THE CALIFORNIA BUILDING CODE (CBC):

14. Per CBC Division 2 Scoping Requirements of Chapter 11B, EV Charger Stations must be installed to meet all Division 2 provisions as well as all Section 11B-202.4 Path of Travel. Y N
- a. Does the plan provide a fully accessible EV Charging Station per Division 2 of Chapter 11B (not considering the Path of Travel requirements of Section 11B-202.4)? Y N
15. Does the plan provide details for all paths of travel under Section 11B-202.4 without exception? Y N
16. Per CBC Section 11B-202.4, Exception 10, if the facility where the new EV Charger will be installed is primarily a vehicle fueling, recharging, parking or storage facility, then the installation of the EV charging system shall meet Section 11B-202.4 to the maximum extent feasible without exceeding 20 percent of the cost of the work directly associated with the installation of the EV charging station. Does this exception apply to the project? Y N
17. Per CBC Section 11B-202.4, Exception 10, second paragraph, when the facility where the new EV Charger will be installed is NOT primarily a vehicle fueling, recharging, parking or storage facility, then the installation of the EV charging system shall not be required to meet CBC Section 11B-202.4. Does this portion of the exception apply to this project? Y N

APPROVAL PROCESS:

Consistent with the adopted ordinance and State law, applications submitted for the installation of electric vehicle charging stations will be approved administratively upon compliance with the safety requirements of the State building code, and will not be subject to discretionary approvals by third parties such as home owners associations.