THE CITY OF PLEASANTON

Community and Economic Development Department
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ELECTRIC VEHICLE (EV) CHARGING SYSTEM CHECKLIST
Single-Family Residential

An electrical trade permit is required for the installation of Electric Vehicle Supply Equipment (EVSE) and associated electrical systems.

This guide and checklist provides general information to assist with the permitting and installation of residential electric vehicle (EV) charging equipment, including permit submittal requirements, required plan information, electrical load calculations, service capacity, branch-circuit conductor sizing, and overcurrent protective device (OCPD) selection. This guide is intended to assist with code compliance and permit submittal and is not intended to serve as project specific electrical design or construction documents. All EV charging equipment and associated electrical systems shall be designed and installed in accordance with the California Electrical Code (CEC), manufacturer's installation instructions, and other applicable requirements.

Residential EV charger trade permits may be processed through the City's over-the-counter (OTC) review process or through the standard plan review process, depending on the project scope. This completed checklist is required for both OTC and standard plan review submittals. All applications, plans, and supporting documents shall be submitted electronically through the City's Accela Citizen Access (ACA) portal at Accela Portal.

Project Address: _____

Permit Submittal requirements:

- An electrical load calculation may be required depending on the electrical service size and the EVSE connection point. Select the panel supplying the EVSE and its rating below. This checklist will automatically determine whether an electrical load calculation is required. If sufficient capacity cannot be demonstrated, a service/panel upgrade or an approved load management system may be required. Inspector may require load calculations based on field conditions

Main Service Panel Rating: Select Distribution Panel Rating: Select Other:

Load Calculation Required: Select

If load calculations are required, complete the City's Residential Load Calculation Calculator and submit the completed calculation with this checklist.

Load Management System(If provided):

Manufacturer: _____ Model: _____

- Provide EVSE equipment specifications, cut sheets, and installation instructions.
- If using a load management system, provide equipment specifications, cut sheets, and installation instructions.

Project Address: _____

EV Charging System Information

Level of EV Charging: Select

EVSE Listing Information: Select Listing No:

Location of EV Charger: Select NEMA-3R enclosure: GFCI:

Type of Equipment Being Installed: Select Other Specify:

Electrical Information (EVSE conductors and OCPD shall be sized at 125% of cont. load.):

Conductor Material: Select Conductor Type: Select Other:

Branch Circuit OCPD Rating: Select Other:

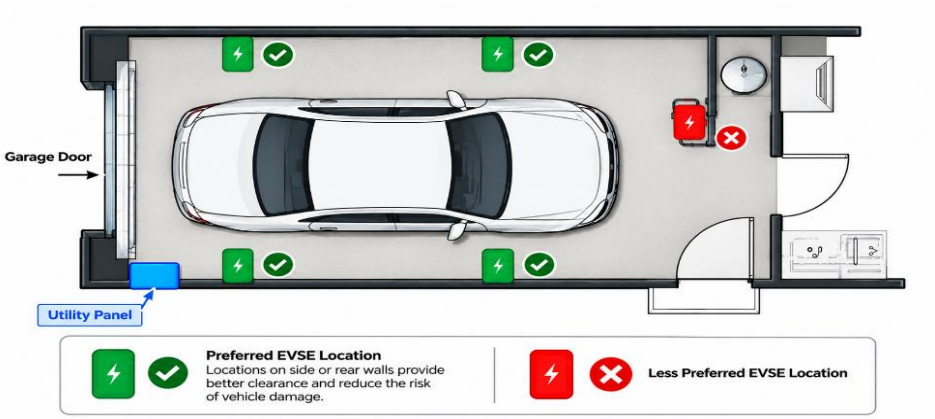
Conductor Size: Select Other:

Raceway Information(if applicable): Raceway Type: Select Other:

Raceway Size: Select Other:

Raceway Fill: Maximum 40% fill for more than two conductors; 60% for qualifying nipples ≤24″. (2025 CEC Chapter 9, Tables 1, 4 & 5)

- EVSE rated over 60A or 150V to ground shall have a readily accessible, lockable-open disconnect. If remote, provide a plaque at the EVSE identifying its location. (CEC §625.43)
- Unless specifically listed and marked otherwise, the EV connector shall be stored or located at least 18″ above finished floor indoors and 24″ above grade outdoors.



DISCLAIMER: This guide and checklist is intended for informational and permitting purposes only and does not constitute electrical design or construction documents. The information provided is general in nature and may not address all project-specific conditions or requirements. Applicants are responsible for verifying all electrical design and installation requirements and should consult with a qualified electrical contractor or licensed design professional, as applicable. All installations shall comply with the California Electrical Code (CEC), applicable codes, and manufacturer's installation instructions