



CITY OF WEST COVINA

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

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

Upon this checklist being deemed complete, a permit shall be issued to the applicant. 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.

This checklist substantially 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.

Job Address:	Permit No.
<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 (Multi-Businesses)	
<input type="checkbox"/> Mixed-Use <input type="checkbox"/> Public Right-of-Way	
Location and Number of EVSE to be Installed:	
Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____	
Description of Work:	

Applicant Name:	
Applicant Phone & email:	
Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: <input type="checkbox"/> Level 1 (120V) <input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

System Voltage: <input type="checkbox"/> 120/240V, 1 ϕ , 3W <input type="checkbox"/> 120/208V, 3 ϕ , 4W <input type="checkbox"/> 120/240V, 3 ϕ , 4W <input type="checkbox"/> 277/480V, 3 ϕ , 4W <input type="checkbox"/> Other _____
Rating of Existing Main Electrical Service Equipment = _____ Amperes
Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps
Rating of Circuit for EVSE: _____ Amps / _____ Poles
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C. (or verify with Inspector in field)

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

• Connected Load of Existing Panel Supplying EVSE = _____ Amps

• Calculated Load of Existing Panel Supplying EVSE = _____ Amps

• Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps
(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = _____ Amps

For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the “Single-Family Residential Permitting Application Example” in the Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook” <https://www.opr.ca.gov>

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum
Ampacity of EVSE Conductor = # _____ AWG

For Single-Family: Size of Existing Service Conductors = # _____ AWG or
kcmil

- or - : Size of Existing Feeder Conductor
Supplying EVSE Panel = # _____ AWG or
kcmil

(or Verify with Inspector in field)

Non-Residential and Multifamily Residential Standards

Charging stations shall not require site plan review approval provided the following standards are met. If any of the below standards are not met (unchecked), a ministerial Planning Division Administrative Permit approval, or other permit approval as noted below shall be obtained:

- 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. (Development of a parking lot on vacant land requires a Precise Plan application and/or a Conditional Use Permit)
- 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.
- 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.
- No required landscaping as part of a previous site plan approval for the development will be removed to accommodate the vehicle charging station.
- No changes to the direction of water flow and/or new drainage systems are required to accommodate new charging facilities and equipment.
- Electric vehicle charging stations may only provide required signage for compliance with accessibility requirements and U.S Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Controls.
- No canopies or solar structures in conjunction with the EV charging station is being proposed.
- No digital signage or screen is being proposed.
- All property owners responsible for the site are aware and have approved the project.
- The EV charging station does not block any existing signage on site, including but not limited to wall signs, monument signs, addresses, building identification signs, etc.
- No changes to the direction of water flow and/or new drainage systems are required to accommodate new charging facilities and equipment.
- EV Charging Stations and its equipment are considered as parking spaces and shall be counted towards the City's parking ratio. As such, no signage prohibiting the parking of non-electric vehicles and/or vehicles that are not utilizing the EV chargers shall be installed.
- Any sidewalk, hardscape, or parking facility with potholes, broke, raised, or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement stripping or other deterioration shall be repaired prior to permit final.
- The first page of the project plans include a table entitled "Required Project Standards" that indicate the notes/items following the checked boxes above.

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: _____