



Electric Vehicle Charging Stations Permit Submittal Checklist

For Commercial, Industrial and Multi-family Permits

Please make sure the applicable items listed below are provided on the plans and included in the submittal package. The application may be rejected if applicable items are not provided.

Check One	Proposed Type	Power Levels (Proposed circuit rating)
	Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps
	Level 2 - 3.3 kilowatt (kW) (low)	208/240 VAC at 30 Amps
	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
	Other (provide detail)	

Section 1: PERMIT APPLICATION

- 1) Is the permit application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor license #, and any other requirement? Yes No

Section 2: SITE PLAN

- 1) Is a site plan and electrical plan with a single-line diagram included with the permit application? Yes No
- 2) Is the site plan fully dimensioned and drawn to scale? Yes No
- a. Showing location, size, and use of all structures? Yes No
- b. Showing location of electrical panel to charging system? Yes No
- c. Showing type of charging system and mounting? Yes No

Section 3: ELECTRICAL LOAD CALCULATION WORKSHEET

- 1) Is an electrical load calculation worksheet included? (CEC 220) Yes No
- 2) Based on the load calculation worksheet, is a new electrical service panel upgrade required? Yes No
- a. If yes to Q2, do plans include the electrical service panel upgrade? Yes No N/A
- b. If yes to Q2, is the SDG&E work order included with permit application? Yes No N/A
- 3) Is the charging circuit appropriately sized for a continuous load (125%)? (CEC 210.19) Yes No
- 4) Is a single-line electrical diagram provided? Yes No

Section 4: ELECTRICAL REQUIREMENTS

- 1) Does the plan include EVCS manufacturer's specs and installation guidelines? Yes No
- 2) Is charging equipment listed to UL 2202/UL 2200? Yes No
- 3) Does the electrical plan identify the amperage and location of existing electrical service panel? Yes No
- 4) Does the existing panel schedule show room for additional breakers? Yes No
- 5) Are sizes for the conduit and conductor included? Yes No
- 6) Is the charging unit rated more than 60 amps or more than 150V to ground? Yes No
- a. If yes, the plans specify that the disconnecting means shall be lockable open and shall be provided in a readily accessible location? (CEC 625.43) Yes No N/A

Section 5: ACCESSIBILITY REQUIREMENTS (CBC 11B-228.3 & 11B-812)

- 1) The plans show compliance with the disabled access requirements prescribed in CBC Section 11B-228.3 and 11B-812? Yes No

Job Address: _____ Permit Application #: _____

Applicant: _____ Signature: _____ Date: _____