

(Insert Municipality or County logo)

MUNICIPALITY OR COUNTY OF _____

RESIDENTIAL AND NON-RESIDENTIAL CHECKLIST FOR PERMITTING OF ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE)¹

Please complete the following information related to permitting and installation of Electric Vehicle Supply 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.

Applicable Industry/Governmental Codes²

Electrical Provisions	[Insert State or Local Electrical standards or Codes, National Electric Code (NEC)]
Structural Provisions	[Insert relevant Jurisdiction (e.g., State, County, Township, Municipal) Building or Residential Code]
Installation Provisions	Manufacturer's Installation Instructions
Site Plan Preparation	[Insert relevant Jurisdiction (e.g., State, County, Township, Municipal) Building or Residential Code, Environmental Codes and the like.]
Signage	[Insert Local Ordinances or Preferences]

¹ **NTD:** This checklist is purposed to augment the provided model ordinance and also enable the jurisdiction to comply with section 4 of the model ordinance.

² **NTD:** This Table of Applicable Codes is provided so Permit Applicants can easily see the provisions that should be considered and/or complied with during the submission process. The respective AHJ should make their own determination of applicable codes.

Job Address:	Permit No.
☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium) ☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses) ☐ Mixed-Use ☐ 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: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other _____	

System Voltage:

- ☐ 120/240V, 1 ϕ , 3W ☐ 120/208V, 3 ϕ , 4W ☐ 120/240V, 3 ϕ , 4W
☐ 277/480V, 3 ϕ , 4W ☐ 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 standard electrical appliance applications because the process for single-family residential charging is often as simple as adding a 120V or 208/240V branch circuit (for Level 1 or Level 2 charging). Many local governments permit this type of electrical vehicle supply equipment with the same process used for a standard electrical appliance. [See for example, the City and County of San Francisco Worksheet for Electrical Permit.]

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)

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: _____