Permitting Checklist For Electric Vehicle Service Equipment For Existing Residential and Nonresidential Buildings

Department of Planning and Building Services
707 Nevada Street, Suite 5, Susanville, CA 96130
(530) 251-8269   (530) 251-8373 (Fax)
www.lassencounty.org

Please complete the following information related to permitting and installation of electric vehicle chargers/ electric vehicle service equipment (EVCS / EVSE) as a supplement to the application for an electrical and/or building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

This checklist substantially follows the "*Plug-In Electric Infrastructure Permitting Checklist*" contained in the *Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook"* and is intended to augment the guidebook's checklist.

Qualifying EVCS/EVSE will be processed as a nondiscretionary permit. New EVCS/EVSE that are found to adversely impact public health and safety will not qualify for the streamlined permitting process. See Chapter 12.10 (Electrical Vehicle Charging Systems) of the Lassen County Code for additional information.

Job Address:	Permit No.

☐ **Single Family**   ☐ **Multi-Family (Apartment)**   ☐ **Multi-Family (Condominium)**

☐ **Commercial (Single Business)**   ☐ **Commercial (Multi-Business)**

☐ **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:

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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, 1ϕ, 3W**   ☐ **120/208V, 3ϕ, 4W** ☐ **120/240V, 3ϕ, 4W**

   ☐ **277/480V, 3ϕ, 4W** ☐**Other _____**

Rating of Existing main Electrical Service Equipment = _____ Amperes

Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amperes

Rating of Circuit for EVSE: _____ Amps / _____ Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400 A) = _____ A.I.C (or verify with Inspector in field)

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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

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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: _____