Residential and Non-Residential Checklist for Permitting Electric Vehicles and Electric Vehicle Service Equipment (EVSE)

Town of Atherton
Building Department
80 Fair Oaks Lane
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 688-6539

Complete the checklist, below, 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 for, and the installation and use of, electric vehicle charging.

Upon this checklist being deemed complete, a permit will 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 meant to augment the guidebook's checklist.

Plug-In Electric Vehicle Infrastructure Permitting Checklist			
Job Address: *		**Permit Number:** *	
Choose One:			
☐ 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(s) To Be Installed			
☐ Garage			
☐ Mixed Use			
☐ Parking Level(s)			
☐ Parking Lot			
☐ Street Curb			
Description of Work: *			
Applicant's Name: *			
Applicant's Phone Number: *			
Applicant's Email Address: *			
Contractor's Name: *		**License Number and Type:** *	
Contractor's Phone Number: *			
Contractor's Email Address: *			
Owner's Name: *			
Owner's Phone Number: *			
Owner's Email Address: *			

EVSE Charging Level:	☐ Level 1 (120 Volt)
	☐ Level 2 (240 Volt)
	☐ Level 3 (480 Volt)
Maximum (nameplate) Rating of the EV Service Equipment in kW =	*****
EVSE Voltage:	**Volts**
Manufacturer of EVSE:	*****
EVSE Mounting:	☐ 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 the Main Service =	**Amperes**
Rating of EVSE Circuit =	**Amps /** **Poles**
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) =	**AIC**
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 = (Provide demand load read from the electric utility!)	**Amps**
Total Load (Existing plus EVSE Load):	**Amps**
Note: *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 the EVSE Conductors = # **AWG**	
For single-family: Size of the existing service conductors = #	**AWG or** **kcmil**
Or: Size of existing feeder conductor supplying EVSE panel = #	**AWG or** **kcmil**
I hereby acknowledge that the information entered on this checklist 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 the information provided.	
Signature of Permit Applicant:	**Date:** *****

jgc-1-18-2023