



CITY OF CONCORD
ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)
PERMIT APPLICATION CHECKLIST

This checklist is intended to help expedite permitting for electric vehicle charging, as a supplement to a building permit application form.

Upon this checklist being deemed complete, the application shall be approved.

Items Required for Complete Application Package:

- [Building Permit Application Form](#)
- [Owner-Builder Form](#) *(Required for all applicants other than licensed contractors)*
- EVSE Permit Application Checklist *(This form)*
- Site Plan showing:
 - Charging Station Location(s) Electrical Panel Location Trenching if Occurs
 - Accessible Path of Travel, Including Details *(when Accessible Stations are Required)*
- EVSE Cutsheet *(Specifications)*
- Electrical Single-Line Diagram / Calculations
(Only required for installations with multiple charging stations)
- [Electrical Load Calculator](#)
(Only required for single-family installations if panel load is unknown)
- Details for Signage *(Not required for single-family or private use condo chargers)*

- Location Type:** Single-Family Mixed-Use Public Right-of-Way
 Multi-Family (Apartment) Multi-Family (Condominium)
 Commercial (Single Business) Commercial (Multi-Businesses)

EVSE Location and Quantity:

Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____

EVSE Mounting Type: Wall Pedestal Other _____

EVSE Charging Voltage: (120V) (240V) (480V)

EVSE Load / Circuit Rating: _____ Amps / _____ Poles

EVSE Required Circuit Breaker = EVSE Circuit Rating x 1.25 = _____ Amps
Existing Load on Panel Supplying EVSE = _____ Amps <i>(Use Connected Load, Calculated Load or Demand Load Reading from Electric Utility)</i>
<i>For Single Family Dwellings, if Existing Load is not known by any of the above methods, then calculate the load using the city's Electrical Load Calculator</i>
Load - Total Load on Panel (Existing Load + EVSE Load) = _____ Amps
Capacity - Rating of Main Service Panel or Panel Supplying EVSE = _____ Amps
<input type="checkbox"/> Load is Less Than Capacity – Existing Panel is Sufficient or <input type="checkbox"/> Load is Greater Than Capacity – Existing Panel Must be Upgraded
EVSE Required Conductor Capacity = EVSE Circuit Rating _____ Amps x 1.25 = _____ Amps
Minimum Size of EVSE Conductor = # _____ AWG

<p>ADA Requirement</p> <p>Per the California Building Code when new EV charging stations are provided, a certain number must be available in accessible spaces. Select one of the compliance options:</p> <p><input type="checkbox"/> Accessible charger(s) provided as required by CBC Chapter 11A or 11B</p> <p><input type="checkbox"/> Signage provided designating the space is restricted for use only by fleet vehicles, company vehicles, or a specific individual (e.g. CEO)</p> <p><input type="checkbox"/> Single-Family home</p>

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: _____