



**Electric Vehicle Service Equipment
(EVSE)
Permit Application Checklist**

**Submittal Requirements
EVSE**
Effective: January 1, 2019
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

This checklist is intended to help expedite permitting for electric vehicle charging
Upon this checklist being deemed complete, the application shall be approved.

Items Required for Complete Application Package:

- [Contractor's Declaration](#) (Required for licensed contractors)
- or
- [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

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|--|
| EVSE Required Circuit Breaker = EVSE Circuit Rating x 1.25 = _____ Amps |
| Existing Load on Panel Supplying EVSE = _____ Amps (Use Connected Load, Calculated Load or Demand Load Reading from Electric Utility) 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 |
| 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 |

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| <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> |
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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: _____