**MUNICIPALITY OR COUNTY OF __________**

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

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 Codes

<table>
<thead>
<tr>
<th>Section</th>
<th>Relevant Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Provisions</td>
<td>[Insert State or Local Electrical standards or Codes, National Electric Code (NEC)]</td>
</tr>
<tr>
<td>Structural Provisions</td>
<td>[Insert relevant Jurisdiction (e.g., State, County, Township, Municipal) Building or Residential Code]</td>
</tr>
<tr>
<td>Installation Provisions</td>
<td>Manufacturer’s Installation Instructions</td>
</tr>
<tr>
<td>Site Plan Preparation</td>
<td>[Insert relevant Jurisdiction (e.g., State, County, Township, Municipal) Building or Residential Code, Environmental Codes and the like.]</td>
</tr>
<tr>
<td>Signage</td>
<td>[Insert Local Ordinances or Preferences]</td>
</tr>
</tbody>
</table>

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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.
<table>
<thead>
<tr>
<th>Job Address:</th>
<th>Permit No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Single-Family</td>
<td>☐ Multi-Family (Apartment)</td>
</tr>
<tr>
<td>☐ Commercial (Single Business)</td>
<td>☐ Commercial (Multi-Businesses)</td>
</tr>
<tr>
<td>☐ Mixed-Use</td>
<td>☐ Public Right-of-Way</td>
</tr>
</tbody>
</table>

Location and Number of EVSE to be Installed:

<table>
<thead>
<tr>
<th>Garage</th>
<th>Parking Level(s)</th>
<th>Parking Lot</th>
<th>Street Curb</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

Description of Work:

Applicant Name:

Applicant Phone & email:

Contractor Name: | License Number & Type:

Contractor Phone & email:

Owner Name:

Owner Phone & email:

<table>
<thead>
<tr>
<th>EVSE Charging Level:</th>
<th>☐ Level 1 (120V)</th>
<th>☐ Level 2 (240V)</th>
<th>☐ Level 3 (480V)</th>
</tr>
</thead>
</table>

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) = __________ 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: ________________