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"Partnering to Improve Consistency & Customer Service"

Non-Residential Electric Vehicle Charging Station Permit Checklist

This checklist is provided to determine if your application is eligible for expedited EVCS processing. If any item is checked "NO", revise design, otherwise application must go through standard review process.

Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)		Check one
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	Commercial/Office Building	<input type="checkbox"/>
Level 2 – 3.3 kilowatt (kW) (Low)	208/240 VAC at 20 or 30 Amps	Multi-Unit dwelling	<input type="checkbox"/>
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	Commercial Office Building	<input type="checkbox"/>
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	Public Access	<input type="checkbox"/>
Level 2 – 19.2 kW (highest)	208/240 VAC at 100 Amps	Public Access	<input type="checkbox"/>
DC Fast Charging	440 or 480 VAC	Public Access/Large Com. Office Building or parks Hospitality & Recreation	<input type="checkbox"/>
Other (Provide Detail): _____	Provide Ratings: _____		<input type="checkbox"/>

PERMIT APPLICATION:

A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor license #, phone numbers etc.	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the application include EVCS manufacturer's specs and installation guidelines	<input type="checkbox"/> Y	<input type="checkbox"/> N

ELECTRIC LOAD CALCULATION WORKSHEET:

A. Is an electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include the electrical service panel upgrade	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load (125%)	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed panel schedule with electrical calculations included with the single line diagram	<input type="checkbox"/> Y	<input type="checkbox"/> N

SITE PLAN & SINGLE LINE DRAWING:

A. Is a site plan and electrical plan with a single-line diagram included with the permit application	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.52 (B)), is a mechanical plan included with the permit application	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Is the site plan fully dimensioned and drawn to scale	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<input type="checkbox"/> Y	<input type="checkbox"/> N

COMPLIANCE WITH 2022 CALIFORNIA ELECTRICAL CODE (TITLE 24, PART 3):

A. Are the EVCS manufacturer's specs and installation guidelines included	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for additional breakers	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150V to ground	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS. (CEC 625.43)	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark. (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance of minimum cover requirements for wiring methods or circuits (CEC 300)	<input type="checkbox"/> Y	<input type="checkbox"/> N

COMPLIANCE WITH 2022 MANDATORY CALGREEN CODE:

A. Do CAL Green EV infrastructure installation requirements apply to this project	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Are parking space calculations provided for the installation of EV infrastructure per CGBSC 5.106.5.3	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Are details provided for panel identification, placement of infrastructure and electrical calculations accounting for the future EVCS loading	<input type="checkbox"/> Y	<input type="checkbox"/> N

COMPLIANCE WITH 2022 CALIFORNIA BUILDING CODE DISABLED ACCESSIBILITY:

A. Is this project required to comply with California Building Code 11B-228.3 for accessible EVCS spaces	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Are the minimum number of accessible EVCS spaces provided per California Building Code Table 11B-228.3.2.1 and shown on the site plan(s)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Details and notes are provided showing vehicle space markings, signage, space sizes, vertical clearances, accessible paths/routes of travel, operate parts detail and type of space (van, drive-up, standard, etc)	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) EVCS parking space(s) are connected with an accessible path/route of travel to building(s) or facility	<input type="checkbox"/> Y	<input type="checkbox"/> N

AGREEMENT:

As the responsible contractor or authorized agent for the project I understand that I am responsible for the accuracy of all information provided in this application. I also understand that revisions to this project will result in a revised application and plan review submitted to the building division which may not be eligible for expedited electric vehicle charging station permit issuance.

Contractor/Authorized Agent Name: _____
(Please Print)

Contractor/Authorized Agent Signature: _____

Date: _____