



# CITY OF GLENDORA

## CHECKLIST FOR PERMITTING ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

Please complete the following information 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 and use for electric vehicle charging.

Upon satisfactory review and approval of this checklist, a permit will be issued. 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.

Installations requiring accessibility accommodations must adhere to the current edition of the California Building Code.

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 purposed to augment the guidebook’s checklist.

Job Address:	Permit No.
<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (Apartment) <input type="checkbox"/> Multi-Family (Condominium) <input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses) <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Public Right-of-Way	
Location and Number of EVSE to be Installed:  Garage _____            Parking Level(s) _____            Parking Lot _____            Street Curb _____	
Description of Work:	

Applicant Name:	
Applicant Phone	Email:
Contractor Name:	License Number & Type:
Contractor Phone	Email:
Owner Name:	
Owner Phone	Email:

EVSE Charging Level:	
<input type="checkbox"/> Level 1 (120V)	<input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

System Voltage:	
<input type="checkbox"/> 120/240V, 1 $\phi$ , 3W	<input type="checkbox"/> 120/208V, 3 $\phi$ , 4W <input type="checkbox"/> 120/240V, 3 $\phi$ , 4W
<input type="checkbox"/> 277/480V, 3 $\phi$ , 4W	<input type="checkbox"/> 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.	

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 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  
EVSE Conductor = # \_\_\_\_\_ AWG

For Single-Family:

Size of Existing Service Conductors = # \_\_\_\_\_ AWG or kcmil

Size of Existing Feeder Conductor Supplying EVSE Panel = # \_\_\_\_\_ AWG or kcmil

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: \_\_\_\_\_