

**CITY OF SAN CLEMENTE**  
**RESIDENTIAL AND NON-RESIDENTIAL**  
**CHECKLIST FOR PERMITTING ELECTRIC VEHICLES**  
**AND 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 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.

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)<br><input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses)<br><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:<br>_____ |
| Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other<br>_____   |                                |

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

- 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: \_\_\_\_\_