City of San Dimas

Building and Safety Division

245 E Bonita Avenue

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Eligibility Checklist for Expedited Electric Vehicle Charging Station Permits

Non-Residential Buildings and Facilities

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	☐
Level 2 – 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	☐
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	☐
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	☐
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	☐
DC Fast Charging	440 or 480 VAC	☐
Other (provide detail):	Provide rating:	☐

Permit Application Requirements:	**YES**	**NO**
A. Does the application include EVCS manufacturer's specs and installation guidelines?	☐	☐

Electrical Load Calculation Worksheet:	**YES**	**NO**
A. Is an electrical load calculation worksheet included? (**CEC 220**)	☐	☐
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	☐	☐
1. If yes, do plans include the electrical service panel upgrade?	☐	☐
C. Is the charging circuit appropriately sized for a continuous load of 125%?	☐	☐
D. If charging equipment propoised is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	☐	☐

Site Plan and Single Line Drawing:	**YES**	**NO**
A. Is a site plan and separate electrical plan with a single-line diabram included with the permit application?	☐	☐
1. If mechanical ventilation requirements are triggered for indoor venting requirements (**CEC 625.29(D)**), is a mechanical plan included with the permit application?	☐	☐

B. Is the site plan fully dimensioned and drawn to scale?	☐	☐
1. Showing location, size, and use of all structures.	☐	☐
2. Showing location of electrical panel to charging system.	☐	☐
3. Showing type of charging system and mounting.	☐	☐

Compliance with the California Electrical Code:	**YES**	**NO**
A. Does the plan include EVCS manufacturer's specs and installation guidelines?	☐	☐
B. Does the electrical plan identify the amperage and location of the existing electrical service panel?	☐	☐
1. If yes, does the existing panel schedule show room for additional breakers?	☐	☐
C. Is the charging unit rated more than 60 Amps or more than 150V to ground?	☐	☐
1. If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS (**CEC 625.23**)?	☐	☐
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL2200)?	☐	☐
E. If trenching is required, is the trenching detailed called out?	☐	☐
1. Is the trenching in compliance with electrical feeder requirements from structure to structure (**CEC 225**)?	☐	☐
2. Is the trenching in compliance with minimum cover requirements for wiring methods or circuits (18" for direct burial per **CEC 300**)?	☐	☐

Compliance with the California Green Building Standards Code:	**YES**	**NO**
A. Do the CAL Green EV Readiness installation requirements apply to this project?	☐	☐
1. Do the plans demonstrate conformance with **CGBSC Table 5.106.5.3.3** for the minimum required number of charging spaces?	☐	☐
2. Do the construction plans comply with the design requirements set forth in **CGBSC 5.106.5.3.1** for single charging spaces or **CGBSC 5.106.5.3.2** for multiple charging spaces?	☐	☐

Compliance with the California Green Building Standards Code:	**YES**	**NO**
A. Do the plans clearly depict all required accessible EVCS features for the disabled?	☐	☐
1. Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table **11B—228.3.2.1**?	☐	☐
2. Do the plans detail compliance with the accessible EVCS features required by **11B-812** ad Figure **11B-812.9?**	☐	☐

EVCS Permit Application Timelines

Projects with 1-25 stations at a single site

- Application will be deemed complete if after **5 business days** the application has not been deemed complete, or incomplete based on the EVCS checklist.
- The application will be deemed approved 20 business days after it was deemed complete if:
    1) The city has not made a finding, based on substantial evidence, that the EVCS could have a specific adverse impact upon the public health or safety;
    2) the city has not required the applicant to apply for a use permit as specified in Section 65850.7(b); and
    3) an appeal has not been made to the planning commission pursuant to Section 65850.7(d).

Projects with 26 stations or more at a single site

The process described above is the same for applications including 26 or more EVCS at a site, except: an EVCS application will be deemed complete after **10 business days** and will be deemed approved **40 business days** after deemed complete.

NOTES:

Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 Electrical Contractor.

EVCS project review is limited to health and safety requirements found under local, state and federal law. EVCS permit approval is not subject to approval of an association (as defined in Section 4080 of the Civil Code)

Project Address: _____

Applicant Name (printed): _____

Applicant Signature: _____

Contractor's License Number: _____ Type: _____