City of West Hollywood
California 1984

WEST HOLLYWOOD
8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323 848.6475 fax 323.848.6569

PERMITTING CHECKLIST FOR ELECTRIC VEHICLE SERVICE EQUIPMENT FOR Existing RESIDENTIAL AND NONRESIDENTIAL BUILDINGS

Please complete the following information related to permitting and installation of electric vehicle chargers/ electric vehicle service equipment (EVCS / EVSE) as a supplement to the application for a electrical and/or building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

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.

Qualifying EVCS / EVSE will be processed similarly to nondiscretionary permits (zone clearance). New EVCS / EVSE that are found to adversely impact public health and safety will not qualify for the streamlined permitting process. A Zone Clearance permit (granted by the Planning Division) shall not be conditioned on approval of an application of an association (*https://www.opr.ca.gov).*

Job Address:	Permit No.

☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium)

☐ Commercial (Single Business) ☐ Commercial (Multi-Business)

☐ Mixed-Use ☐ Public Right-of-Way

Location and Number of EVSE to be Installed:

Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____

Description of Work:

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

EVSE Charging Level: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)	
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)

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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: _____

Permitting Checklist for Electric Vehicle Service Equipment