

**NON-RESIDENTIAL ELECTRIC VEHICLE
 CHARGING STATION - GUIDELINES**

**SUBMITTAL GUIDELINES: Expedited Review Permitting Checklist
 SCOPE: Non-Residential And Multi-Family Electric Vehicle
 CHARGING STATIONS APPLICABLE CODES:
 2022 CBC, CRC, CPC, CMC, CEC, CALGREEN, CENC**

SECTION 1: PERMIT APPLICATION INFORMATION

APPLICANT	Name		
Phone		Email	

CONTRACTOR	Name		
Phone		Email	
License Number & Type			

OWNER	Name		
Phone		Email	

Job Address		Permit No	
Type of Project (MFU/Commercial EVCS)			
Description of Project:			

Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)	Typical Non-Residential Charging Locations
<input type="checkbox"/>	Level 1	120 volt alternating current at 15 or 20 Amps	▪ Commercial Office Building
<input type="checkbox"/>	Level 2 - 3.3 kilowatt (low)	240 volt alternating current at 20 or 30 Amps	▪ Multi-Unit Dwellings ▪ Commercial Office Building ▪ Public Access
<input type="checkbox"/>	Level 2 - 6.6 kilowatt (medium)	240 volt alternating current at 40 Amps	
<input type="checkbox"/>	Level 2 - 9.6 kilowatt (high)	240 volt alternating current at 50 Amps	
<input type="checkbox"/>	Level 2 - 19.2 kilowatt (highest)	240 volt alternating current at 100 Amps	
<input type="checkbox"/>	DC Fast Charging	440 or 480 volt alternating current	▪ Public Access ▪ Large Commercial Office Buildings
<input type="checkbox"/>	Other (provide detail)		

SECTION 2: ELECTRICAL LOAD CALCULATION

1	<p>Have you reviewed the EVCS Manufacturer's Specs and Installation Guidelines?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Has a calculation been completed to determine the electrical panel load requirements for the subpanel feeding the charging equipment? This figure must be included in the permit application.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>The size of the existing electrical service MUST be equal to or larger than the minimum required size of main service breaker for existing loads plus the Electric Vehicle Charging Station Load (Ampere rating of Charging Station circuit X 240 Volts = Watts). The Electric Vehicle Charging Station Load must be calculated at 125%.</p>
2	<p>Based on the load calculation, is an electrical subpanel upgrade required? If yes, please include a single-line diagram showing the upgraded panel and feeder.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>Based on the electrical service load calculation is a new electrical service panel upgrade required? If yes, please include a single-line diagram showing the new service, required grounding and Southern California Edison's Meter Service Request Number.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> SCE Meter Service Request Number _____</p>
4	<p>Is the proposed charging equipment a DC Fast Charging Station or a Level 2 station with a circuit rating of 40 amps or higher? If yes, please include a panel schedule and single-line diagram in your application.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION 3: CALIFORNIA ELECTRICAL CODE COMPLIANCE

1 Is the charging unit being installed on a new construction project?

Yes No

2 Are the manufacturer's specifications and mounting instructions for the Electric Vehicle Charging Station included?

Yes No

3 Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?

Yes No

4 Is the charging unit rated more than 60 amps or more than 150 volts to ground? If yes, there must be a disconnect switch capable of being locked in the "open" position readily accessible for the EVCS..

Yes No

5 Include an electrical plan with a single-line diagram.

a. Are the locations of the electrical service and the charging equipment shown?

Yes No

b. Is the branch circuit or feeder conduit and conductor sizes, types and qualities for the Electric Vehicle Charging Station shown?

Yes No

c. Is trenching required? If yes, include a trench detail showing conduit size, type, and minimum coverage requirements.

Yes No

SECTION 4: ACCESSIBILITY REQUIREMENTS

1 Does the installation of this EVCS project meet the accessibility requirements of CBC Chapter 11A or 11B as applicable?

Yes No

SECTION 5: PLAN SUBMITTAL

1 Is a site plan included in your application? It must be fully dimensioned and drawn to scale. All structures and EVCS equipment must be clearly shown with location, size, and uses.

Yes No

2 Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?

Yes No

3 Is the charging unit rated more than 60 amps or more than 150 volts to ground? If yes, there must be a disconnect switch capable of being locked in the "open" position readily accessible for the EVCS.

Yes No

SUBMITTAL REQUIREMENTS

The Commercial EV Charger Permit Guidelines have been developed to streamline the permit, installation and inspection process. In most cases, you or your contractor needs to fill in the blanks on this document, include electrical panel calculations, attach the manufacturer's installation instructions and charger specifications, and submit it to the City of Ventura Permit Services for a plan review and permit issuance.

When the installation is complete, an inspection of the work must be scheduled with the Permit Services (805-654-7869). Inspections are typically performed on the workday following your request for inspection. Keep in mind that someone will need to be present during the inspection so that the Building Inspector can access the location of the electrical meter and EV charger.

STATEMENT OF COMPLIANCE

By my signature, I attest that the information provided is true and accurate.

Installation Address: _____

Signature: _____ Date: _____

In addition to this document, you will also need to provide a copy of the manufacturer's installation literature and specifications for the EVCS you are installing.

Note: This is a voluntary compliance alternative, and you may wish to hire a qualified individual or company to perform a thorough evaluation of your electrical service capacity in lieu of this alternative methodology. Use of this electrical load calculation estimate methodology is at the user's risk and carries no implied guarantee of accuracy. Users of this methodology and these forms are advised to seek professional assistance in determining the electrical capacity of a service panel.

All submittals must be made through the City of Ventura portal at
www.cityofventura.ca.gov/SubmitYourApplication
