CITY OF CONCORD
ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)
PERMIT APPLICATION CHECKLIST

This checklist is intended to help expedite permitting for electric vehicle charging, as a supplement to a building permit application form.

Upon this checklist being deemed complete, the application shall be approved.

Items Required for Complete Application Package:
☐ Building Permit Application Form
☐ Owner-Builder Form (Required for all applicants other than licensed contractors)
☐ EVSE Permit Application Checklist (This form)
☐ Site Plan showing:
  □ Charging Station Location(s)  □ Electrical Panel Location  □ Trenching if Occurs
  □ Accessible Path of Travel, Including Details (when Accessible Stations are Required)
☐ EVSE Cutsheet (Specifications)
☐ Electrical Single-Line Diagram / Calculations
  (Only required for installations with multiple charging stations)
☐ Electrical Load Calculator
  (Only required for single-family installations if panel load is unknown)
☐ Details for Signage (Not required for single-family or private use condo chargers)

Location Type:  □ Single-Family  □ Mixed-Use  □ Public Right-of-Way
□ Multi-Family (Apartment)  □ Multi-Family (Condominium)
□ Commercial (Single Business)  □ Commercial (Multi-Businesses)

EVSE Location and Quantity:
Garage ______  Parking Level(s) _____  Parking Lot _____  Street Curb _____

EVSE Mounting Type:  □ Wall  □ Pedestal  □ Other __________________________

EVSE Charging Voltage:  □ (120V)  □ (240V)  □ (480V)

EVSE Load / Circuit Rating:  ___________ Amps  /  ___________ Poles
**EVSE Required Circuit Breaker**  =  EVSE Circuit Rating x 1.25 = __________ Amps

**Existing Load on Panel Supplying EVSE**  =  __________ Amps  
* (Use Connected Load, Calculated Load or Demand Load Reading from Electric Utility)*

*For Single Family Dwellings, if Existing Load is not known by any of the above methods, then calculate the load using the city’s Electrical Load Calculator*

**Load - Total Load on Panel (Existing Load + EVSE Load)**  =  __________ Amps

**Capacity - Rating of Main Service Panel or Panel Supplying EVSE**  =  ________ Amps

☐  **Load is Less Than Capacity** – Existing Panel is Sufficient  
or  
☐  **Load is Greater Than Capacity** – Existing Panel Must be Upgraded

**EVSE Required Conductor Capacity**  =  
EVSE Circuit Rating __________ Amps  x  1.25  =  __________ Amps

**Minimum Size of EVSE Conductor**  =  #  __________ AWG

**ADA Requirement**
Per the California Building Code when new EV charging stations are provided, a certain number must be available in accessible spaces. Select one of the compliance options:  
☐  Accessible charger(s) provided as required by CBC Chapter 11A or 11B  
☐  Signage provided designating the space is restricted for use only by fleet vehicles, company vehicles, or a specific individual (e.g. CEO)  
☐  Single-Family home

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:  _______________