



EV CHARGE STATION CHECKLIST AND SUBMITTAL REQUIREMENTS

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate. Submitting this checklist allows the city to streamline the issuance of these permits “over the counter”

EV Charging Systems must be installed in accordance with manufacturer’s installation instructions and in accordance with current codes, 2022 California Electrical Code (CEC) & current 2022 California Building Code (CBC) or the 2022 California Residential Code. Wiring methods in Chapter 3 of the CEC must be applied to each installation.

The EVSE must be listed by a nationally recognized testing laboratory (NRTL). A third party field evaluation would be required for any chargers not listed.

Please Note: Installing an Electric Vehicle (EV) charging system will require changes to building wiring and may also require upgrading the electric service main panel to meet the needs of this specialized equipment. Before installing charging equipment and associated infrastructure, talk to your EV manufacturer for information about what you need to charge your vehicle and what regulatory requirements there might be.

Submit three sets of drawings to the building and planning department.

- Complete the City of El Cerrito building permit application form.
- Complete manufacturer’s installation instructions must accompany each submittal.
- Provide a job specific site plan showing the location of the building, street, all charging stations, electric service, disconnects and the existing premise wiring electrode.
- Include load calculations per CEC Article 220.
- The method of securing the charging station should be specified.
- Provide a high definition photo of the existing electrical service with the dead front removed. (Please note that we do not allow additional circuits to be connected to either Federal Pacific or Zinsco panels. Plan on upgrading the service or sub-panel if either of these are the existing condition.)

A three line diagram (submittal document provided on page three of this handout) must be included in the submittal with the following information:

- Wire size, insulation type, distance of the wires (include the equipment grounding conductor EGC)

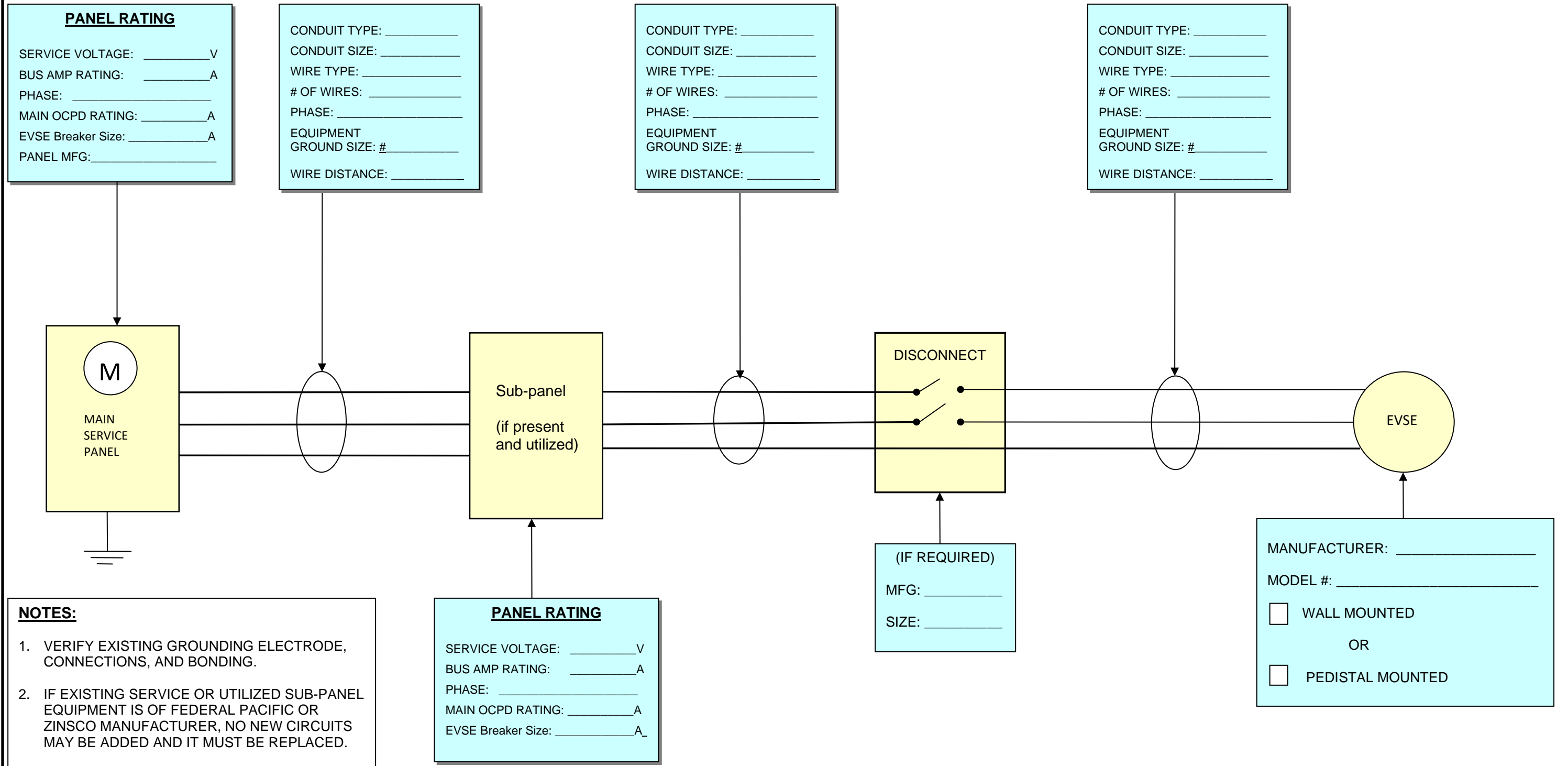
- Size of the over current device (e.g. circuit breaker)
- Conduit size, type and location
- The manufacturer and model of the charging stations
- The size of the main electric panel, distribution panels (sub panels) and disconnects.
- **Additionally**, the plans should indicate the following:
 - Number of chargers being installed.
 - Number of electric vehicles.
 - Is the charger level 1, 2 or 3 (see table below)?
 - For level 3 charge stations provide: voltage (V), current (A) and power (kVA).

Level	Voltage (V)	Maximum Current (A)	Frequency (Hz)	Power (kVA)
1	120	12	60	1.4
2	208 / 240	32	60	6.7 / 7.8
3	High Power, High Speed Charging – Defined by Manufacturer's Requirements			

The above required information has been included, when applicable, with this submittal.

Applicant Signature: _____ Date: _____

CITY OF EL CERRITO



STANDARD THREE LINE ELECTRICAL DIAGRAM FOR ELECTRIC VEHICLE SERVICE EQUIPMENT