CITY OF MILLBRAE

RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

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.

Job Address:_____ Permit No. _____

Description of Work:_____

_____

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

Commercial (Single Business) *Commercial (Multi-Businesses)*

Mixed-Use *Public Right-of-Way*

Location and Number of EVSE to be Installed:

Garage Parking Level(s) Parking Lot Street Curb

Applicant Name: _____ Phone: _____

Applicant email: _____

Contractor Name: _____

License Number: _____ Class: _____

Contractor Phone: _____ email: _____

Property Owner Name: _____ Phone: _____

Property Owner email: _____

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

Maximum Rating (Nameplate) of EV Service Equipment: _____ KW

Voltage EVSE: _____Volts 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):_____Amperes

Rating of Circuit for EVSE: _____Amperes / _____Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A): _____A.I.C.
*(or verify with Inspector in field)*_____

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

Connected Load of Existing Panel Supplying EVSE: _____ Amperes
Calculated Load of Existing Panel Supplying EVSE: _____ Amperes
Demand Load of Existing Panel or Service Supplying EVSE: _____ Amperes
(Provide Demand Load Reading from Electric Utility)
Total Load (Existing plus EVSE Load): _____ Amperes

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: _____Amperes x 1.25 = _____ Amperes

Minimum Ampacity of EVSE Conductor: # _____ AWG

For Single-Family: Size of Existing Service Conductors : # _____ AWG or kcmil - or -

Size of Existing Feeder Conductor: # _____AWG or kcmil

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.

Name of Applicant: _____ Phone #: _____

Signature of Applicant: _____ Date: _____