



JORGE CABALLERO
BUILDING OFFICIAL

CITY OF PERRIS

Development Services Department

BUILDING AND SAFETY DIVISION

ELIGIBILITY CHECKLIST FOR EXPEDITED ELECTRIC VEHICLE CHARGING STATION PERMIT FOR NON-RESIDENTIAL BUILDINGS AND FACILITIES (EVSE)

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

Once this checklist is deemed complete, a permit will 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.

Job Address:	Permit No.
Location and Number of EVSE to be installed:	
Description of Work:	

Applicant Name:
Applicant Phone & Email:
Applicant Signature:
Contractor Name:
License Number & Type:
Contractor Phone & Email:
License Holder's Signature:



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Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120-volt alternating current (VAC) at 15 or 20 Amps	
Level 2 – 3.3. kW (low)	208/240 VAC at 20 or 30 Amps	
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	
Other (provide detail):	Provide Rating:	

Permit Application Requirements (circle one):

A. Does the application include EVCS manufacture’s spec and installation guidelines?	Y	N
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Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (CEC 220)	Y	N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	Y	N
1) If yes, do plans include the electrical service panel upgrade?	Y	N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	Y	N
D. If the charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	Y	N

Site Plan and Single Line Drawing:

A. Is a site plan and separate electrical plan with a single-line diagram included in the permit application?	Y	N
1) If mechanical ventilation requirements are triggered for indoor venting requirements [CEC 625.29(D)], is a mechanical plan included with the permit application?	Y	N
B. Is the site plan fully dimensioned and drawn to scale?	Y	N
1) Showing the location, size, and use of all structures	Y	N
2) Showing the location of the electrical panel to the charging system	Y	N
3) Showing the type of charging system and mounting	Y	N



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Compliance with the California Electrical Code:

A. Does the plan include EVCS manufacture's specs and installation guidelines?	Y	N
B. Does the electrical plan identify the amperage and location of the existing electrical service panel?	Y	N
1) If yes, does the existing panel schedule show room for additional breakers?	Y	N
C. Is the charging unit rated more than 60 amps or more than 150V to the ground?	Y	N
1) If yes, are disconnection means provided in a readily accessible location in line of site and within 50' of the EVCS [CEC 625.23].	Y	N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200).	Y	N
E. If trenching is required, is the trenching detail called out?	Y	N
1) Does the trenching comply with electrical feeder requirements from structure to structure? [CEC 225]	Y	N
2) Does the trenching comply with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300).	Y	N

Compliance with the California Green Building Standards Code (CGBSC):

A. Do the CAL Green EV Readiness installation requirements apply to this project?	Y	N
1) Do the plans demonstrate conformance with CGBSC Table 5.106.5.3.3 for the minimum required number of charging spaces?	Y	N
2) Do the construction plans comply with the design requirements set forth in CGBSC 5.106.5.3.1 for single charging spaces or CGBSC 5.106.5.3.2 for multiple charging spaces?	Y	N

Compliance with California Building Code, Chapter 11-B for Accessibility Features:

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	Y	N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1?	Y	N
2) Do the plans detail compliance with the accessible EVCS features required by 11B-812 and Figure 11B-812.9 ?	Y	N



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PLEASE COMPLETE:

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 regarding Health and Life Safety may require further substantiation.

Name of permit applicant: _____

Signature of Permit Applicant: _____ Date: _____

- A. Projects with 1-25 stations: Processing time is 5 business days to deem an application complete or incomplete.
- B. Project with 26 or more stations: Processing times 10 business days to deem an application complete or incomplete.
- C. Issuance time depends on the city permit application documentation is complete, including owner declaration, contractor declaration, letter of authorization and business license.

Commercial Applications: Plans are to be completed, stamped, and signed by a California Licensed Electrical Engineer.

Applicants should submit for a commercial electrical permit via our Online Portal at:

<https://aca-prod.accela.com/PERRIS/Default.aspx>

Start an application; if you are a new user, you can register on this step.

Upload this form, pages 1 to 5, in addition to other required documents in the application.

Adding electrical panels or subpanels may require a separate permit.

Having trouble?

Please contact us at Phone (951) 943-5003 or email us at dsbuilding@cityofperris.org

FOR DISABLED ACCESS GUIDELINES (see pages 5 – 8):

As applicable.



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DISABLED ACCESS GUIDELINE:

EVCS are not considered parking spaces by the code. The accessibility provisions for parking spaces do not apply to EVCS. In addition, the required accessible parking spaces shall not double as required by EVCS. 11B-208.1.

Required Number of Accessible EVCS

Where EVCS are provided for public use or common use, accessible EVCS shall be provided in accordance with the table below. (11B-228.3.1) (11B228.3.2) (11B-228.3.2.1)

Electric Vehicle Charging Stations for Public Use and Common Use

Total Number of EVCS at a Facility	Minimum Number (by type) of Accessible EVCS Required		
	Van Accessible	Standard Accessible	Ambulatory
1 to 4	1	0	0
5 to 25	1	1	0
26 to 50	1	1	1
51 to 75	1	2	2
76 to 100	1	3	3
101 and over	1, plus 1 for each 300, or fraction thereof, over 100	3, plus 1 for each 60, or fraction thereof, over 100	3, plus 1 for each 50 or fraction thereof, over 100

1. Where an EV charger can simultaneously charge more than one vehicle, the number of EVCS provided shall be considered equivalent to the number of electric vehicles that can be simultaneously charged.

Existing Facilities

Where new EVCS are added to a facility with existing EVCS, accessibility requirements shall apply only to the new EVCS installed. Alterations to existing EVCS shall comply with this section. (11B-228.3.1.1)

Where new EVCS are installed in facilities with existing EVCS, the "Total Number of EVCS at a Facility" in the table below shall include both existing and new EVCS. (11B-228.3.2.1)

Multiple EVCS Facilities on a Site

Where EVCS are provided in more than one facility on a site, the number of accessible EVCS provided on the site shall be calculated according to the number required for each facility. (11B-228.3.2).



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Public Housing Facilities

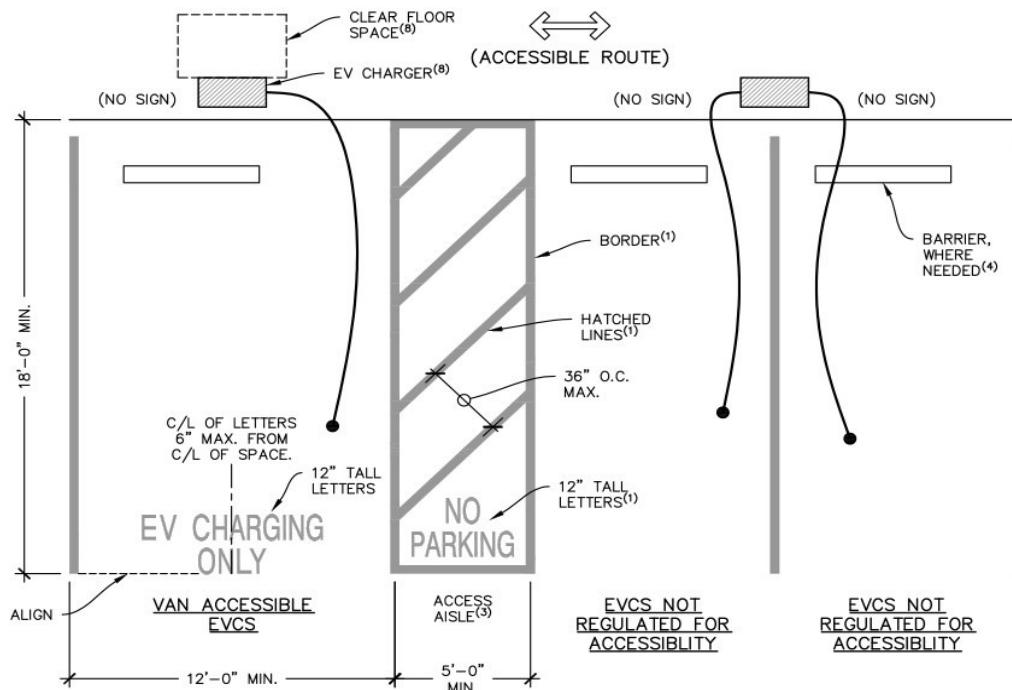
In public housing facilities, EVCS intended for use by an EV owner or operator at their residence shall not be required to comply with accessibility requirements. (11B-228.3.2, Exception 2)

EVCS Locations

Accessible EVCS that serve a particular building or facility shall be located on an accessible route to an accessible entrance. (11B-812.5.1) (11B-812.5.1) Where EVCS do not serve a particular building or facility, accessible EVCS shall be located on an accessible route to an accessible pedestrian entrance of the EV charging facility. (11B-812.5.1) (11B-812.5.1)

Vehicle spaces and access aisles shall be designed so that persons using them are not required to travel behind vehicle spaces or parking spaces other than the vehicle space in which their vehicle has been left to charge. (11B-812.5.4)

EVCS Plan Examples



**ELECTRIC VEHICLE CHARGING STATION
(1 - 4 SPACES)**



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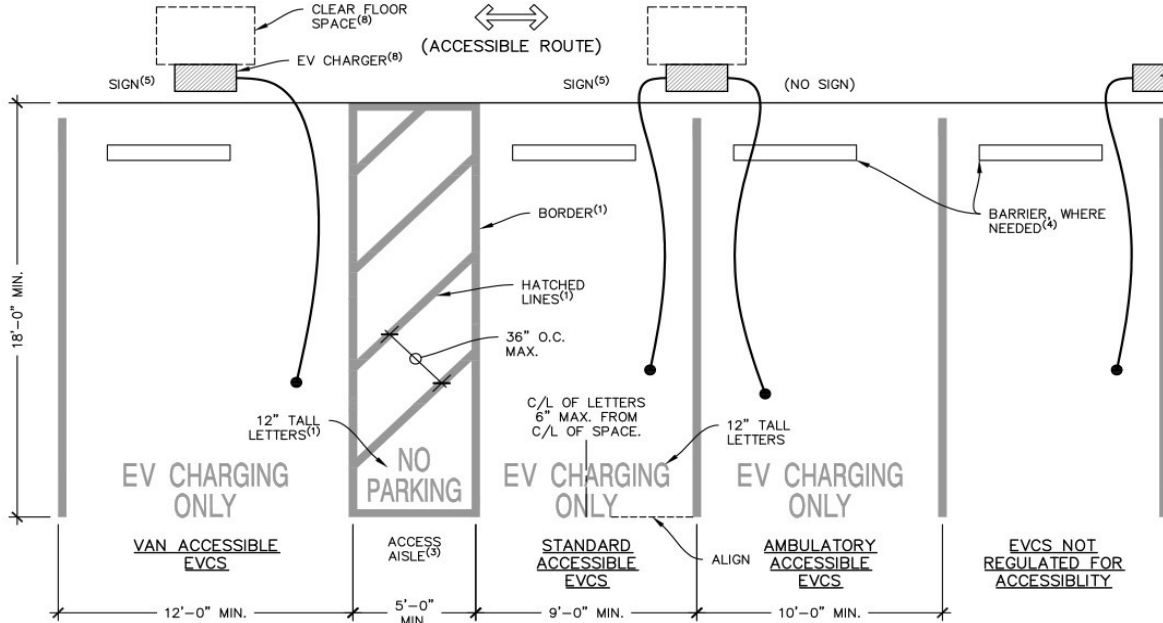
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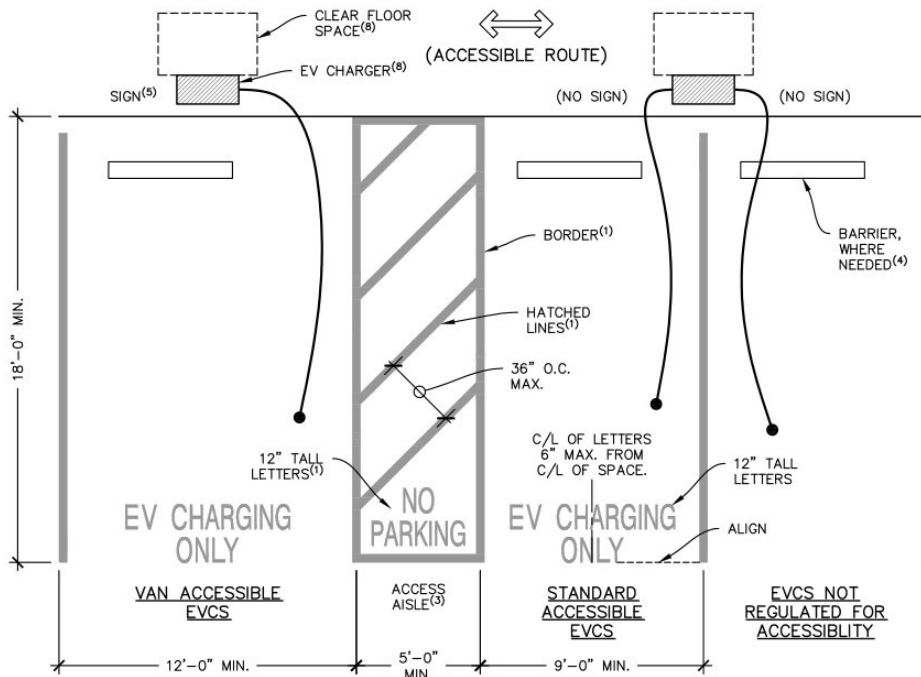
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SEE NOTES IN THE NEXT PAGE.



ELECTRIC VEHICLE CHARGING STATION (26 - 50 SPACES)



ELECTRIC VEHICLE CHARGING STATION (5 - 25 SPACES)



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1. The color of the borderlines, hatched lines, and letters shall contrast the surface of the access aisle. The blue color required for accessible parking shall not be used.
2. Access aisles shall be at the same level as the vehicle space they serve. The slope of vehicle spaces and access aisles shall not exceed 1:48 (2%) changes in level, and detectable warnings shall not be permitted in vehicle spaces and access aisles. Access aisles shall overlap the vehicular way.
3. Access aisles shall be on the passenger side of van-accessible spaces. Access aisles are permitted on either side of standard spaces. Access aisles shall extend the full required length of the spaces they serve.
4. A curb, wheel stop, bollards, or other barriers shall be provided if required to prevent encroachment of vehicles over the required clear width of accessible routes.
5. Signs shall be permanently posted either immediately adjacent to the vehicle space or within the projected vehicle space width at the head end of the vehicle space. Signs may also be permanently posted on a wall at the interior end of the vehicle space.
6. Where vehicle spaces and access aisles are marked with lines, measurements shall be made to the centerline of the markings. When not adjacent to another vehicle space, parking space, or access aisle, measurements may include the full width of the marking.
7. Vehicle spaces, access aisles, and vehicular routes serving them shall provide a vertical clearance of 98" minimum.
8. EV charges shall have accessible operable parts.