



# CITY of CLOVIS

## BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### RESIDENTIAL AND NON-RESIDENTIAL CHECKLIST FOR PERMITTING ELECTRIC VEHICLES AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

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.
<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (Apartment) <input type="checkbox"/> Multi-Family (Condominium) <input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses) <input type="checkbox"/> Mixed-Use	
Location and Number of EVSE to be Installed: Garage _____            Parking Level(s) _____            Parking Lot _____	
Description of Work        	

City Manager 559.324.2060 • Community Services 559.324.2095 • Engineering 559.324.2350  
 Finance 559.324.2130 • Fire 559.324.2200 • General Services 559.324.2060 • Personnel/Risk Management 559.324.2725  
 Planning & Development Services 559.324.2340 • Police 559.324.2400 • Public Utilities 559.324.2600 • TTY -711

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Applicant Name:	
Applicant Phone & email:	
Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: <input type="checkbox"/> Level 1 (120V) <input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

System Voltage: <input type="checkbox"/> 120/240V, 1 $\phi$ , 3W <input type="checkbox"/> 120/208V, 3 $\phi$ , 4W <input type="checkbox"/> 120/240V, 3 $\phi$ , 4W <input type="checkbox"/> 277/480V, 3 $\phi$ , 4W <input type="checkbox"/> Other _____	
Rating of Existing Main Electrical Service Equipment = _____ Amperes	
Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps	
Rating of Circuit for EVSE: _____ Amps / _____ Poles	
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C. <i>(or verify with Inspector in field)</i>	

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

- Connected Load of Existing Panel Supplying EVSE = \_\_\_\_\_ Amps

- Calculated Load of Existing Panel Supplying EVSE = \_\_\_\_\_ Amps

- Demand Load of Existing Panel or Service Supplying EVSE = \_\_\_\_\_ Amps  
(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = \_\_\_\_\_ Amps

*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 \_\_\_\_\_ Amps x 1.25 = \_\_\_\_\_ Amps = Minimum Ampacity of EVSE  
Conductor = # \_\_\_\_\_ AWG

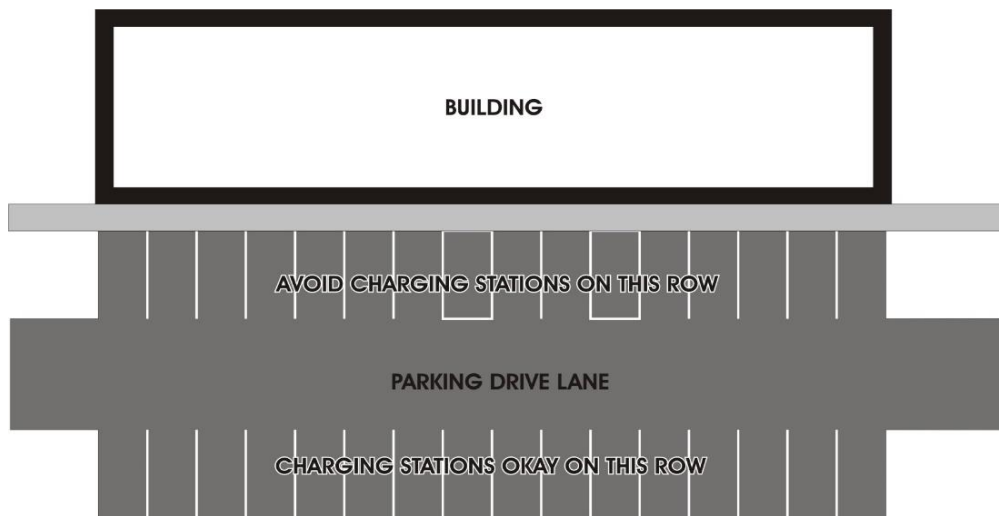
For Single-Family: Size of Existing Service Conductors = # \_\_\_\_\_ AWG or kcmil  
- or - : Size of Existing Feeder Conductor  
Supplying EVSE Panel = # \_\_\_\_\_ AWG or kcmil  
(or Verify with Inspector in field)

A site plan is required showing the location(s) of all parking space(s), equipment that for the Electric Vehicle Charging Station. Show the location of the electric run, and provide manufacturer sheets on all equipment to be used. Electrical plans are also required that detail the installation.

## Standards for Non-Residential Charging Stations

Charging stations shall not require a site plan review approval provided the following standards are met:

- Charging Stations shall be located only on property previously approved through a site plan review for the initial development. Charging stations shall not be permitted on vacant land.
- Charging stations should be placed within existing parking stalls and shall not be placed in areas that impede required drive lanes, fire lanes, loading zones, and/or pedestrian paths of travel.
- Charging stations shall not be placed in the parking area directly in front of storefronts (see illustration).



- All utilities shall be placed underground.
- Protected trees and trees required as part of the site plan review for the development shall not be removed to accommodate the vehicle charging station.

Signage for the charging stations shall be limited to the labels and materials on the equipment. Freestanding signs are not permitted.

If any of the previous standards are required to allow the placement of charging stations, a site plan review shall be required.

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: \_\_\_\_\_