City of Walnut Creek

Development Review Services

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Eligibility Checklist for Expedited Electric Vehicle Charging Station (EVCS) Permits: Existing Multifamily and Commercial Buildings and Facilities

Submittal Requirements

- Building Permit Application
- Site Plan where existing and new elements can be easily identified
- Identify if site is in the flood zone. If so, the EV charger shall be elevated or designed according to flood requirements
- Manufacturer Specifications and Installation Guidelines
- Single-Line Diagram
- Electrical Load Calculations
- Electrical Code Compliance
- CBC Accessibility Compliance. The accessible EV charging parking space shall not be counted as one of the required accessible parking spaces as required by CBC
- EVCS installed inside an individual garage of existing multifamily dwellings shall comply with the permit and installation requirements for EVCS installed in single family dwelling.
- Mechanical Ventilation Plan (if applicable)
- Trenching Detail (if applicable)

Checklist Items	Yes	No	N/A
Building Permit Application: Is a completed building permit application provided?	☐	☐	
Site Plan: Is a site plan provided where existing and new elements are clearly identified?	☐	☐	
Has the site plan dimensioned all accessible parking spaces, including access aisles?	☐	☐	
Does the site plan show all existing trees, building(s), and structure(s)?	☐	☐	
Does the site plan show the amperage and location of the existing and/or proposed electrical panels serving the charging system?	☐	☐	
Does the site plan show the location of existing (as applicable) and proposed EVCS located on the site?	☐	☐	
Does the site plan indicate required mounting information and detail(s)?	☐	☐	
Does the site plan show that the coupling means shall be stored or located at a height of not less than 18in above the floor level for indoor locations and 24in above the grade level for outdoor locations? **(CEC 625.50)**	☐	☐	
Manufacturer Specifications and Installation Guidelines: Are EV charger manufacturer specifications and installation guidelines provided?	☐	☐	
Identify on plan if the EV charger is Level 2 or Level 3, power level, proposed circuit rating and the manufacture's name?	☐	☐	
Is the EV charger listed by a nationally recognized testing laboratory? **(CEC 625.5)**	☐	☐	
Single-Line Diagram: Is a single-line diagram provided?	☐	☐	
Does the single line diagram show the service size, EV breaker size, number and sizes of conduits and conductors, and time of use meter (if applicable)?	☐	☐	
Electrical Load Calculations: Are electrical load calculations provided? **(CEC 220)**	☐	☐	
Is the charging circuit appropriately sized for a continuous load of 125% **(CEC 625.40)**	☐	☐	
If a new electrical service panel upgrade is required based on the electrical load	☐	☐	☐

calculations, do the plans show the electrical service panel upgrade?			
If an existing panel is to be used and if allowed by the electrical load calculations, does the existing panel schedule show room for additional breakers?	☐	☐	☐
Mechanical Ventilation Plan: If mechanical ventilation requirements are triggered, is a mechanical plan provided? **(CEC 625.52)**	☐	☐	☐
Trenching Detail: If trenching is required, is a trenching detail provided?	☐	☐	☐
If trenching is required, is the trenching in compliance with the electrical feeder requirements from structure to structure? **(CEC 225)**	☐	☐	☐
If trenching is required, is the trenching in compliance with minimum cover requirements? **(**18" for direct buried per **CEC 300.5)**	☐	☐	☐
Electrical Code Compliance:			
If the charging unit is rated more than 60 amps or more than 150V to ground, is a lockable open disconnecting means provided in a readily accessible location? **(CEC 625.42)**	☐	☐	☐
Are means provided such that, upon loss of voltage from the utility or other electrical system(s), energy cannot be back fed to the premises wiring system or is the equipment listed and marked as an interactive system? **(CEC 625.46 and 625.48)**	☐	☐	
Commercial Building Accessibility Compliance:			
If the primary function of the building or facility is for vehicle fueling, recharging, parking or storage, is 20% of the installation cost spent on Path of Travel upgrade? **(CBC 11B-202.4)**	☐	☐	☐
Minimum number of accessible EVCS? **(CBC 11B-228.3.2, Table 11B-228.3.2.1)**	☐	☐	
Accessible route from EVCS to building or facility? **(CBC 11B-812.5.1)**	☐	☐	
Accessible route from EV charger to vehicle space served? **(CBC 11B-812.5.2)**	☐	☐	
EV vehicle space length, width and surface marking? (**CBC 11B-812.6, 812.9)**	☐	☐	
Access aisle detailed on plan? **(CBC 11B-812.7)**	☐	☐	
Identification sign, surface marking and operable parts? **(CBC 11B-812.8 ~ 10, 11B-309)**	☐	☐	
Multifamily Building Accessibility Compliance: At least one of proposed EVCS installed in common use areas shall be van accessible and meet the following requirements: **Exception:** EV chargers installed for assigned parking spaces are exempt			
On an accessible route in compliance with **CBC 1113A.1**?	☐	☐	
The accessible EV charging vehicle space shall be at least 18 feet long and 9 feet wide	☐	☐	
Is 8-foot wide access aisle located on the passenger side? A 5-foot wide access aisle is permitted when the width of the EV charging vehicle space is 12 feet or wider. The access aisle shall extend the full length and be marked per **CBC 1109A.8.6**	☐	☐	
EV charger: operable parts (**CBC 1138A.3)**	☐	☐	
The accessible EV charging vehicle space shall be available for use by all residents and identified with an informational sign stating the following: "Parking for Electrical Vehicle Charging Only: Allowed for disabled and able person".	☐	☐	

Notes: This checklist is intended for an expedited EVCS permitting process. If any items on the above checklist are checked NO, please revise the plans to provide the items listed on the eligibility checklist. Otherwise, the permit application may go through the standard plan review and approval process. For qualifying expedited projects, the plan review turn-around time will be 8 business days for 1st review and rechecks.

Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 Licensed Electrical Contractor.

Project Address: _____

Applicant Signature: _____

Applicant Printed Name: _____