



**CITY OF FORTUNA
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING AND SAFETY DIVISION**

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RESIDENTIAL AND NON-RESIDENTIAL

CHECKLIST FOR PERMITTING ELECTRIC VEHICLE CHARGING STATIONS

Please complete the following information related to permitting and installation of Electric Vehicle Charging Station (EVCS) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVCS 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

Submittal Date:		
Project Applicant:	Phone:	
	Email:	
Property Owner:	Phone:	
	Email:	
Project Address:	APN:	
Contractor:	Phone:	Email:
	Contractor Address:	
Project Description:		
<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 <input type="checkbox"/> Public Right-of-Way		
Location and Number of EVCS to be Installed:		
Garage	Parking Level(s)	Parking Lot Street Curb
EVCS 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 Charging Station = _____ kW		
Voltage EVCS= V		
Mounting of EVCS: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____		

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:
Connected Load of Existing Panel Supplying EVCS = _____ Amps
Calculated Load of Existing Panel Supplying EVCS = _____ Amps
Demand Load of Existing Panel or Service Supplying EVCS = _____ Amps (Provide Demand Load Reading from Electric Utility)
Total Load (Existing plus EVCS 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
EVCS Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity of EVCS Conductor = # _____ AWG
For Single-Family: Size of Existing Service Conductors = # _____ AWG or kcmil
OR
Size of Existing Feeder Conductor Supplying EVCS Panel = # _____ AWG or
OR
Kcmi (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.

PRINT NAME

SIGNATURE

DATE