



CITY OF SIERRA MADRE

Permitting Checklist for Electrical Vehicle Charging Stations (AB 1236)

Planning & Community
Preservation Department
232 W. Sierra Madre Blvd., CA 91024
www.sierramadrecalifornia.gov

Please complete the following information related to permitting and installation of electric vehicle charging stations (EVCS) as a supplement to the Electrical Permit Application located on the [Accela Citizen Portal](#). You may register for an account and upload this checklist as a supplemental attachment to your electronic submission. This checklist contains the technical aspects of EVCS installations and is intended to help expedite permitting and use for electrical vehicle charging stations. State law requires that the City accept electronic submission of this checklist and the Building Permit application for an EVCS.

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.

Qualifying EVCS will be processed similarly to nondiscretionary permits. New EVCS that are found to adversely impact public health and safety will not qualify for the streamlined permitting process. The permit shall not be conditioned on approval of an application of an association (<https://www.opr.ca.gov>).

Section 1: Project Details

Job Address:

Permit No.

- ☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium)
☐ Commercial (Single Business) ☐ Commercial (Multi-Business)
☐ Mixed-Use ☐ Public Right-of-Way

Location and Number of EVSE to be Installed:

Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____

Description of Work:



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Section 2: Contact Information

Applicant Name:

Applicant Phone & email:

Contractor Name:

License Number & Type:

Contractor Phone & email:

Owner Name:

Owner Phone & email:

Section 3: Electric Vehicle Supply Equipment (EVSE) Specifications

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

Maximum Rating (Nameplate) of EV Service Equipment = _____ kW

Voltage EVSE = _____ V

Manufacturer of EVSE: _____

Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other _____

Section 4: Electrical Service and Circuit Information

System Voltage:

☐ 120/240V, 1 ϕ , 3W ☐ 120/208V, 3 ϕ , 4W ☐ 120/240V, 3 ϕ , 4W

☐ 277/480V, 3 ϕ , 4W ☐ 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.

(or verify with Inspector in field)



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Section 5: Existing and Calculated Electrical Load

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>

Section 6: EVSE Conductor and Service Conductor Sizing

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)

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: _____