



TOWN OF APPLE VALLEY – EVCS CHECKLIST

Submittal Requirement Checklist for the Expedited Permitting Processing for Electric Vehicle Charging Station(s) (EVCS)

The purpose of this document is to provide all the necessary forms, checklist, and guidelines necessary to expedite and streamline the permitting process for qualifying Electric Vehicle Charging Station(s) (EVCS) within the Town of Apple Valley

Once the appropriate application, documents, and plans have been submitted to the building department for review, an expedited plan check review will occur within three (3) business days of receipt (no later than five business days) following the day the application is reviewed and deemed completed. Once your project has been reviewed and approved, you will be notified that the building permit is available for pickup at the Town of Apple Valley Building & Safety Office or the on line permitting portal.

Please complete the checklist to determine if your application is eligible for expedited EVCS processing. If any item is checked "NO", revise your design, otherwise your application must go through the standard review process.

JOB ADDRESS / SITUS: _____ **APN** _____

USE OF BUILDING OR AREA (check one):

- Single Family Residence
- Commercial (Single Business)
- Industrial (Single Business)
- Mixed Use _____
- Public Access (Gas Station)
- Multi-Family (Apartments)
- Commercial (Multi-Businesses)
- Industrial (Multi-Businesses)
- Public Access (other) _____
- Multi-Family (Condominium)
- Public Right-of-Way
- Agricultural

LOCATION AND QUANTITY OF EVSC TO BE INSTALLED:

Garage _____ Parking Levels _____ Park Lots _____ Street Curb _____

DESCRIPTION OF WORK PROPOSED: _____

APPLICANT(s) INFORMATION:

Name: _____ Phone Number: _____
Email Address: _____
Address: _____

CONTRACTOR INFORMATION:

Name: _____ Phone Number: _____
Email Address: _____ License No. & Type: _____
Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Phone Number: _____

Email Address: _____

Address: _____

TYPE OF EVSC (check one):

Check One	Type of Charging Station(s) being proposed	Power Levels (proposed Circuit Rating)
<input type="checkbox"/>	Level 1	110/120 volt alternating current (VAC) at 15 or 20 amps
<input type="checkbox"/>	Level 2 – 3.3 kilowatt (kw) (low)	208/240 VAC at 20 to 30 amps
<input type="checkbox"/>	Level 2 – 6.6 kw (medium)	208/240 VAC at 40 amps
<input type="checkbox"/>	Level 2 – 9.6 kw (high)	208/240 VAC to 50 amps
<input type="checkbox"/>	Level 2 - 9.2 kw (highest)	208/240 VAC to 100 amps
<input type="checkbox"/>	Level 3 - DC Fast Charging	440 or 480 VAC
<input type="checkbox"/>	Other: (specify and provide details and rating): _____	

Permit Application

- A. Is the permit application complete with the following information: Project address, parcel #, property owner’s name, contractor’s name, valid contractor’s license, email address, phone number, valuation, original (wet signed) signatures etc? If electronically signed, certifications(s) must be provided. Yes No
- B. Does the application include EVCS manufacturer’s specification and installation guidelines? Yes No

Electric Load Calculation Worksheet

- A. Is an electrical load calculation worksheet included? (CEC 220) Yes No
- B. Based on the electrical load calculation sheet, is a new electrical service panel upgrade required? Yes No
 - 1. If yes, do plans include the electrical service panel upgrade? Yes No
- C. Is the charging circuit appropriately sized for a continuous load (125%)? Yes No
- D. If charging equipment proposed is a Level 2 – 9.6 kw station with a circuit of 50 amps or higher, is a completed circuit card with electrical calculations included with the single line diagram? Yes No

Site Plan & Single Line Diagram

- A. Is a site plan and electrical plan with a single-line diagram included with the permit application? Yes No
 - 1. If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.50(B)), is a mechanical plan included with the permit application. Yes No
- B. Is the site plan fully dimensioned and drawn to scale? Yes No
 - 1. Showing location, size and use of all structures Yes No
 - 2. Showing location of electrical panel to charging system Yes No
 - 3. Showing type of charging system and mounting Yes No
 - 4. Queueing location, vehicle length, capacity, parking space dimensions Yes No
 - 5. 12” high “EV CHARGING ONLY” surface marking at the end of each EV Space (CBC 11B-812.9) Yes No
 - 6. 12” high “NO PARKING” surface marking within the access aisle (CBC 11B-812.7.3) Yes No

Compliance with 2022 California Electrical Code (Title 24 Part 3)

- A. Do the plans specify that the electrical vehicle charging system shall be installed in accordance with manufacturer’s installation instructions and shall be suitable for the environment (indoor/outdoor) in which they will be installed? Yes No
- B. Does the electrical plan identify the amperage and location of existing electrical service panel? Yes No
 - 1. If yes, does the existing panel schedule show room for additional breakers? Yes No
- C. Is the charging unit rated more than 60 amps or more than 150v to ground? Yes No
 - 1. If yes, are disconnecting means provided in a readily accessible location in line of site and within 50-ft of EVCS (CEC 625.43) Yes No

Compliance with 2022 California Electrical Code (Title 24 Part 3) – continued

- D. The plans specify that the EVCS equipment disconnecting means shall be identified with a durable label stating “Emergency Power Off – Electric Vehicle Charging Station” (CEC 110.21)? Yes No
- E. Conduit and conductor size and type are specified and the routes and requirements for their installation (i.e. within framing, mounted on structure, underground, etc.) are shown? Yes No
- F. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL2200) Yes No
- G. If trenching is required, is the trenching detailed called out? Yes No
 - 1. Is the trenching in compliance with electrical feeder equipment requirements from structure to structure (CEC 225) Yes No
 - 2. Is the trenching in compliance with minimum cover requirements for wiring methods or circuits (18” for direct burial per CEC 300)? Yes No
- H. Physical protection such as a bollard is shown and detailed on the plans when vehicle impact protection for EVCS equipment is required? (CEC 110.27(B)) Yes No
[Note: Typically not required for Level 1 EVCS. Physical protection from damage is often a 4” diameter steel pipe filled with concrete, a minimum of 40” above the finished floor/grade, installed in a footing measuring 12” in diameter and 3’ deep.]
- I. The plans show and specify if the EVCS will be wall mounted, pole pedestal mount or other? Yes No
- J. The plans show and specify the mounting height of the charging coupling (the connector nozzle) and operable controls? Yes No
[Note: if installed indoors, the electrical vehicle-charging coupling shall be located between 18” and 48” above the finished floor. If installed outdoors, the electric vehicle-charging coupling shall be located between 24” and 48” above the finished grade] CEC625.50 and CBC 11B-309

Compliance with 2022 California Green Code Requirements

- A. Does the number of proposed electrical vehicle charging spaces conform to the Tier 1 requirements of the California Green Building Code (CGBC)? (CGBC A4.106.8.2 and A5.106.5.3) Yes No
[Note: only applies to newly constructed multi-family residential and newly constructed non-residential projects.]

Compliance with 2022 California Building Code Accessibility Requirements

[Note: Accessibility requirements are required for public and common use areas, public accommodations, commercial facilities and public housing as defined in the CA Building Code.]

- A. The plans show and specify all the applicable accessibility requirements prescribed in the CBC Chapter 11B including but not limited to the following: Yes No
 - 11B-202.4 Path of travel requirements in alternations, additions and structural repairs Yes No
[see 11B-202.4 Exception 10 for Path of Travel Requirement Exceptions]
 - 11B-228.3 Electric Vehicle Charging Stations Yes No
 - 11B-302 Floor or Ground Surfaces Yes No
 - 11B-303 Changes in Level Yes No
 - 11B-305 Clear Floor or Ground Space Yes No
 - 11B-308 Reach Ranges Yes No
 - 11B-309 Operable Parts Yes No
 - 11B-402 Accessible Route Yes No
 - 11B-703.3 Braille Yes No
 - 11B-703.7 Symbols of Accessibility Yes No
 - 11B-703.7.2.1 International Symbol of Accessibility Yes No
 - 11B-707.2 Clear Floor or Ground Space Yes No
 - 11B-707.3 Operable Parts Yes No
 - 11B-707.7.2 Characters Yes No
 - 11B-707.9 Point of Sale Devices Yes No
 - 11B-812 Electric Vehicle Charging Stations Yes No

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

Name of Person Completing Checklist (print name): _____

Signature: _____ License No. / Type: _____