



City of Westminster

8200 Westminster Boulevard, Westminster CA 92683 714.548.3254
www.westminster-ca.gov

Eligibility Checklist for Expedited Electric Vehicle Charging Station Permit: Multi-Family Dwellings

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check one
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 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (provide detail): _____	Provide rating: _____	<input type="checkbox"/>

Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include the electrical service panel upgrade?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Site Plan and Single Line Drawing:

A. Is a site plan signed off by Planning Division and a separate electrical plan with a single-line diagram included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.52 (B)), is a mechanical plan included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Is the site plan fully dimensioned and drawn to scale?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with the California Electrical Code:

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for additional breakers?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150V to ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting means provided in a readily accessible location in line of site? (CEC 625.43)	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300.5)	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with California Green Building Standards Code:

A. Do the CAL Green EV Readiness installation requirements apply to this project:	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans demonstrate conformance with mandatory measures for 10% of total parking spaces, for new multifamily dwellings provided for all types of parking facilities, to be electric vehicle charging spaces (EV spaces) capable of supporting future EVCS? (4.106.4.2)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the construction documents indicate the location of the proposed EV spaces where at least one is located in common use areas and available to all residents for use? (4.106.4.2.1) Calculations for the required number of EV spaces shall be rounded up to the nearest whole number.	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) When EV chargers are installed, EV spaces required by Section 4.106.4.2.2, item 3 shall comply with at least one of the following options: a. The EV space shall be located adjacent to an accessible parking space that complies with CBC Chapter 11A , to allow use of the EV charger from the accessible parking space. b. The EV space shall be located on an accessible route, as defined by CBC Chapter 2, to the building. c. EV charging space(s) comply with Section 4.106.4.2.2, items 1, 2 and 3.	<input type="checkbox"/> Y	<input type="checkbox"/> N

Notes: This criteria is intended for an expedited EVCS permitting process. If any items are checked NO, please revise plans to fit within the eligibility checklist; otherwise the permit application may go through the standard plan review and approval process. Plan review commences the day after submittal with up to 3 business days for qualifying expedited projects and up to 10 business days for all other EVCS projects.

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

EVCS project review is limited to health and safety requirements found under local, state, and federal law. EVCS permit approval is not subject to approval of an association (as defined in Section 4080 of the Civil Code).

Project Address: _____

Applicant Signature: _____

Applicants Printed Name: _____

Contractor's License Number and type: _____ - _____