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: Non-Residential Buildings and Facilities

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	☐
Level 2 - 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	☐
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	☐
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	☐
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	☐
Other (provide detail):_____	Provide rating:_____	☐

Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	☐Y	☐N

Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (**CEC 220**)	☐Y	☐N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	☐Y	☐N
1) If yes, do plans include the electrical service panel upgrade?	☐Y	☐N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	☐Y	☐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?	☐Y	☐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?	☐Y	☐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?	☐Y	☐N
B. Is the site plan fully dimensioned and drawn to scale?	☐Y	☐N
1) Showing location, size, and use of all structures	☐Y	☐N
2) Showing location of electrical panel to charging system	☐Y	☐N
3) Showing type of charging system and mounting	☐Y	☐N

Compliance with the California Electrical Code:

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

Compliance with the California Green Building Standards Code (CGBSC):

A. Do the CAL Green EV Readiness installation requirements apply to this project?	☐Y	☐N
1) Do the plans demonstrate conformance with **CGBSC Table 5.106.5.3.3** for the minimum required number of charging spaces?	☐Y	☐N
2) Do the construction plans comply with the design requirements set forth in **CGBSC 5.106.5.3.1** for single charging spaces or **CGBSC 5.106.5.3.2** for multiple charging spaces?	☐Y	☐N

Compliance with California Building Code, Chapter 11B for Accessibility Features:

B. Do the plans clearly depict all required accessible EVCS features for the disabled?	☐Y	☐N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with **Table 11B-228.3.2.1?**	☐Y	☐N
2) Do the plans detail compliance with the accessible EVCS features required by **11B-812** and **Figure 11B-812.9?**	☐Y	☐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: _____ - _____