



City of Santa Barbara
Building & Safety Division

Community Development
 630 Garden Street
 805-564-5485

Non-Residential Electrical Vehicle Charging Station

Checklist for Expedited Electric Vehicle Charging Station Permit

Please use this checklist to help us expedite the issuance of your permit for installation of an Electric Vehicle Charging Station. Incomplete applications or inaccurate information may delay issuance of a permit.

Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)	Typical Non-Residential Charging Locations
<input type="checkbox"/>	Level 1	110/120 volt alternating current at 15 or 20 Amps	Commercial Office Building
<input type="checkbox"/>	Level 2 - 3.3 kilowatt (low)	208/240 volt alternating current at 20 or 30 Amps	Multi-Unit Dwellings Commercial Office Building Public Access
<input type="checkbox"/>	Level 2 - 6.6 kilowatt (medium)	208/240 volt alternating current at 40 Amps	
<input type="checkbox"/>	Level 2 - 9.6 kilowatt (high)	208/240 volt alternating current at 50 Amps	
<input type="checkbox"/>	Level 2 - 19.2 kilowatt (highest)	208/240 volt alternating current at 100 Amps	
<input type="checkbox"/>	DC Fast Charging	440 or 480 volt alternating current	Public Access Large Commercial Office Buildings or Parks Hospitality & Recreation
<input type="checkbox"/>	Other (provide detail)		

Note: For Level 1 and Level 2 – 3.3 kilowatt (low) Sections 2 and 4 below may be skipped

Section 1: Permit Application

1) Is the permit application complete with the following information: Project address, parcel number, builder/owner name, contractor name, valid contractor license number, phone numbers and any other pertinent information?

Yes No

Section 2: Electrical Load Calculation Worksheet

1) Has an Electrical Panel Load Calculation Worksheet for the subpanel feeding the charging equipment been completed and included with the permit application?

Yes No

2) Based on the load calculation worksheet, is an electrical subpanel upgrade required?

Yes No

If Yes, include a single-line diagram showing the upgraded panel and feeder.

3) Has an Electrical Service Load Calculation Worksheet been completed and included with the permit application?

Yes No

The size of the existing electrical service MUST be equal to or larger than the minimum required size of main service breaker for existing loads plus the Electric Vehicle Charging Station Load (Ampere rating of Charging Station circuit X 240 Volts = Watts). The Electric Vehicle Charging Station Load must be calculated at 125%.

4) Based on the Electrical Service Load Calculation Worksheet, is a new electrical service panel upgrade required?

Yes No

If Yes, include a single-line diagram showing the new service, required grounding and

Southern California Edison's Meter Service Request Number _____

5) Is the proposed charging equipment is a DC Fast Charging Station or a Level 2 station with a circuit rating of 40 amps or higher?

Yes No

If Yes, is a completed panel schedule and single-line diagram included?

Yes No

Section 3: Compliance with the 2016 California Electrical Code

1) Are the manufacturer's specifications and mounting instructions for the Electric Vehicle Charging Station included?

Yes No

2) Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?

Yes No

3) Is the charging unit rated more than 60 amps or more than 150 volts to ground?

Yes No

If Yes, is a disconnect switch, capable of being locked in the open position, provided in a readily accessible location for the Electric Vehicle Charger?

Yes No

4) Include an electrical plan with a single-line diagram.

a) Are the locations of the electrical service and the charging equipment shown?

Yes No

b) Is the branch circuit/feeder conduit and conductor sizes, types and quantities for the Electric Vehicle Charging Station shown?

Yes No

c) Is trenching required?

Yes No

If Yes, is a trench detail showing conduit size & type and minimum coverage requirements included?

Yes No

Section 4: Plan Submittal

1) Include a complete site plan.

a) Is the site plan fully dimensioned and drawn to scale?

Yes No

b) Does the site plan show all structures and their purpose?

Yes No

c) Are the locations of the electrical service and the charging equipment shown?

Yes No

2) Is a complete electrical plan **in compliance with Section 3** included?

Yes No

3) Are mechanical ventilation requirements triggered by 2016 California Electrical Code Article 625.50(B)?

Yes No

If Yes, is a mechanical plan included?

Yes No

Section 5: Compliance with the 2016 California Green Building Standards Code

1) Is the charging unit being installed on a new construction project?

Yes No

If Yes, is compliance with 2016 California Green Building Standards Code section 5.106.5.3 clearly shown on the submitted plans?

Yes No

Section 6: Compliance with the 2016 California Building Code

1) Is there at least 1 Electric Vehicle Charging Station for the first 4 Electric Vehicle Charging Station parking stalls that meet 2016 California Building Code Chapter 11B accessibility dimension requirements for a van accessible parking space (144 inches wide with an adjacent 60 inch aisle)? Aisles shall comply with Section 11B-302.

Yes No

2) For parking stalls with 5 to 25 Electric Vehicle Charging Stations, is there 1 Electric Vehicle Charging Station stall that meets 2016 California Building Code Chapter 11B accessibility dimension requirements for a van accessible parking space (144 inches wide with an adjacent aisle) and 1 Electric Vehicle Charging Station parking stall that meets the standard accessible parking space (108 inches wide with an adjacent aisle)?

Yes No

3) Is the path of travel to from Electric Vehicle Charging Station stall demonstrated to be unobstructed?

Yes No

4) Is the path of travel to / from Electric Vehicle Charging Station stall demonstrated to be within 200 feet of a building entrance?

Yes No

For more information about Electrical Vehicles and Electrical Vehicle Charging Equipment, please view the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook.”