



**CITY OF ARCATA**  
**RESIDENTIAL AND NON-RESIDENTIAL**  
**CHECKLIST FOR PERMITTING ELECTRIC VEHICLES**  
**AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)**

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

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.

Applicant Name:

Applicant Phone & email:	
Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: <input type="checkbox"/> Level 1 (120V) <input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)		
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW		
Voltage EVSE = _____ V	Manufacturer of EVSE: _____	
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____		

System Voltage:		
<input type="checkbox"/> 120/240V, 1φ, 3W <input type="checkbox"/> 120/208V, 3φ, 4W <input type="checkbox"/> 120/240V, 3φ, 4W		
<input type="checkbox"/> 277/480V, 3φ, 4W <input type="checkbox"/> 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)		

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>*

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: \_\_\_\_\_