



# CITY OF TWENTYNINE PALMS – 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 City of Twentynine Palms.

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 City of Twentynine Palms 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: \_\_\_\_\_