



Expedited Permitting Process for Electrical Vehicle Charging Stations (EVCS)

There are different types of Electric Vehicle (EV) Chargers - Level 1 and Level 2:

- **Level 1** chargers are smaller units that plug directly into a standard 120-volt receptacle outlet. These types of chargers do not require a permit from the Building and Safety Division if there are no changes to the electrical system to provide the 120-volt receptacle. *Any changes to an electrical system will require a permit prior to commencing work.*
- **Level 2** charging systems require a 240-volt electrical circuit. Level 2 charger installations typically require an electrical permit and inspections of the installation. You will need to provide some basic information demonstrating electrical service capacity for the added load to obtain the permit.

An **Electrical Permit** with the Building Department is required to install an Electrical Vehicle Charging Station (EVCS). Technical review will be limited to health and safety issues.

Submittal Requirements

1. A completed Building Permit Application Form
2. Three sets of site plan and electrical plan drawn to scale and include full dimensions (11"x17"). The site plan shall include location, size, and use of all structures; location of electrical panel for charging system; and show type of charging system and mounting.
3. Electric load calculations
4. Conformance with Eligibility Checklist for Expedited Permitting. *Complete the appropriate Eligibility Checklists for either a Non-Residential, Residential or Multi-Unit Residential Project.*

Submittal Process

1. In person, via mail or electronic submittals are accepted.
 - a. In person to: City of King Building Department 212. S. Vanderhurst Avenue, King City, CA 93930 Monday through Friday 9AM-5PM.
 - b. Via mail to: City of King Building Department 212. S. Vanderhurst Avenue, King City, CA 93930 Monday through Friday 9AM-5PM.
 - c. Online submittals via <https://www.kingcity.com/> by clicking on "Apply for A Permit" and follow the instructions via Citizenserve permitting system
2. Plan Review
 - a. Building Department staff will review application submittals within ten (10) business days.
3. Fees
 - a. Fees are calculated based on valuation.
4. Inspections
 - a. Once all permits have been issued and the Electric Vehicle Charging Station is installed, it must be inspected for final approval. Contact City Hall at (831) 385-3281 to schedule an inspection.



Eligibility Checklist for EVCS Non-Residential Projects

This checklist is provided to determine if your application is eligible for expedited EVCS processing. If any of the items is checked "NO", revise design, otherwise applications must go through standard review process.

Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)	Check one	
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	Commercial/Office Building	<input type="checkbox"/>
Level 2 – 3.3 kilowatt (kW) (Low)	208/240 VAC at 20 or 30 Amps	Multi-Unit dwelling	<input type="checkbox"/>
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	Commercial Office Building	<input type="checkbox"/>
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	Public Access	<input type="checkbox"/>
Level 2 – 19.2 kW (highest)	208/240 VAC at 100 Amps		<input type="checkbox"/>
DC Fast Charging	440 or 480 VAC	Public Access/Large Com. Office Building or parks Hospitality & Recreation	<input type="checkbox"/>
Other (Provide Detail):	Provide Ratings:		<input type="checkbox"/>

PERMIT APPLICATION

A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor license #, phone numbers etc.	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the application include EVCS manufacturer's specs and installation guidelines	<input type="checkbox"/> Y	<input type="checkbox"/> N

ELECTRIC 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 (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 & SINGLE LINE DRAWING

A. Is a site plan and 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 625.29 (D)), 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 CURRENT EDITION OF THE CALIFORNIA ELECTRIC 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 and within 50' of EVCS. (CEC 625.23)	<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 electrical feeder requirements from structure to structure? (CEC 225)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance of minimum cover requirements for wiring methods or circuits (18" for direct burial per CEC 300)	Y	N

COMPLIANCE WITH THE CURRENT CALGREEN CODE FOR NEW CONSTRUCTION

A. Do CAL Green EV Readiness installation requirements apply to this project	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Should be identified during plan review. (5.106.5.3)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the plans demonstrate conformance with mandatory measures for 3% of total parking spaces in lots with 51+ must be EV capable	<input type="checkbox"/> Y	<input type="checkbox"/> N
* 2016 CAL Green proposed mandatory requirements – For new construction include measures for 6% of total parking spaces in lots with 10+ spaces being EV capable (Effective January 1, 2017)	<input type="checkbox"/> Y	<input type="checkbox"/> N



Eligibility Checklist for EVCS Residential Projects

This checklist is provided to determine if your application is eligible for expedited EVCS processing. If any of the items is checked "NO", revise design, otherwise applications must go through standard review process.

Type of Charging Station(s) Proposed	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

A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor's license #, phone numbers, etc.	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the application include EVCS manufacturer's specs and installation guidelines	<input type="checkbox"/> Y	<input type="checkbox"/> N

ELECTRIC 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 (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

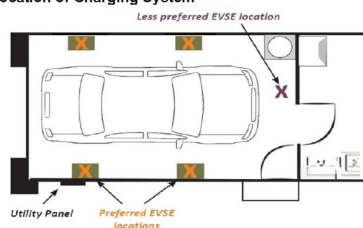
SITE PLAN & SINGLE LINE DRAWING

A. Is a site plan and 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 625.29 (D)), 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 CURRENT EDITION OF THE CALIFORNIA ELECTRIC 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 and within 50' of EVCS (CEC 625.23)	<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 electrical feeder requirements from structure to structure(CEC 225)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance of minimum cover requirements for wiring methods or circuits(18" for direct burial per CEC 300)	<input type="checkbox"/> Y	<input type="checkbox"/> N

Circle the Approximate Location of Charging System





Eligibility Checklist for EVCS Multi-Unit Dwelling Projects

This checklist is provided to determine if your application is eligible for expedited EVCS processing. If any of the items is checked "NO", revise design, otherwise applications must go through standard review process.

Type of Charging Station(s) Proposed	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

A. Is the application complete with the following information: Project address, parcel #, builder/owner name, contractor name, valid contractor's license #, phone numbers, etc.	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
B. Does the application include EVCS manufacturer's specs and installation guidelines	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

ELECTRIC 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 (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 & SINGLE LINE DRAWING

A. Is a site plan and 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 625.29 (D)), 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 CURRENT EDITION OF THE CALIFORNIA ELECTRIC 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 and within 50' of EVCS. (CEC 625.23)	<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 electrical feeder requirements from structure to structure (CEC 225)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
2) IS the trenching in compliance of minimum cover requirements for wiring methods or circuits (18" for direct burial per CEC 300)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

COMPLIANCE WITH THE CURRENT CALGREEN CODE FOR NEW CONSTRUCTION

A. Do CAL Green EV Readiness installation requirements apply to this project	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
1) Should be identified during plan review. (5.106.5.3)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
2) Do the plans demonstrate conformance with mandatory measures for 3% of total parking spaces in lots with 51+ must be EV capable	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
* 2016 CAL Green proposed mandatory requirements – For new construction include measures for 6% of total parking spaces in lots with 10+ spaces being EV capable (Effective January 1, 2017)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N