

CITY OF DIXON
COMMUNITY DEVELOPMENT - BUILDING DIVISION
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www.cityofdixon.us/buildingdivision



Residential and Non-Residential Checklist for Permitting and Installation of 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 deemed 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.

One complete deficiency notice will be issued as needed for plan corrections.

EVCS not subject to "association" approval. EVCS permit approval is not subject to approval of an association (as defined in [Section 4080 of the Civil Code](#)).

Expedited Permitting Process for Electric Vehicle Charging Stations

Purpose: This document provides all of the needed links to forms and checklists necessary to utilize Permit Expedited Permitting Process for Electric Vehicle Charging Stations (EVCS). This process provides an expedited and streamlined permitting process for qualifying EVCS systems. Once all of the documentation is correctly and fully completed and submitted, a permit will be processed and approved for issuance in a timely manner (usually 1 to 3 business days).

Instructions:

Step 1 Download, review and complete the Electric Vehicle Charging Stations (EVSE) Checklist below. Check List Pages 1 – 5. Below

- Completed building permit application – Fillable PDF application on city website with signature
- Three copies of site plan w/ accessibility details
- Three copies of electrical plan w/ one line diagram and Load Calculations
- Equipment manufacturer’s installation instructions w/ UL Listings (i.e. UL 2594-2013 and/or UL 2202-2009 Certified)
- Special Inspection Agreement form (if applicable download below and attach)
- Include Accessibility Details (see below)
- Complete information below

Job Address _____

Use of Building or Area

- Single Family
- Commercial (Single-Business)
- Mixed-Use
- Multi-Family (Apartment)
- Commercial (Multi-Businesses)
- Public Right-of-Way
- Multi-Family (Condominium)

Location and Quantity of EVSE to be Installed:

Garage _____ Parking Levels _____ Parking Lot _____ Street Curb _____

Description of Work

Applicant Information

Name _____ Phone Number _____

Email Address _____

Contractor Information

Name _____ Phone Number _____

Email Address _____

License Number _____ Classification _____

Owner Information

Name _____ Phone Number _____

Email Address _____

EVSE Specifications

EVSE Charging Level: Level 1 (120V) Level 2 (240V) Level 3 (480V)

Maximum Rating (Nameplate) of EVSE = _____ kW

Voltage EVSE = _____ V Manufacturer of EVSE: _____

Mounting of EVSE: Wall Mount Pole Pedestal Mount Other _____

Electrical Systems Specifications

Voltage: 120/240V, 1φ, 3W 120/208V, 3φ, 4W 120/240V, 3φ, 4W

277/480V, 3φ, 4W 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)

Electrical System Load Calculation

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" <http://www.opr.ca.gov>

EVSE Electrical Supply Conductor Sizing Calculation

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)

EVSE Location and Metering

Proposed EVSE location may not be located over any underground utility facilities, equipment, and/or infrastructure. Also, dedicated meter may be required on any EVSE.

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. I also acknowledge that nothing herein shall modify or remove my obligation as a permit applicant, owner, or operator of an electric vehicle charging station to comply with any electric utility’s reasonable and feasible safety, reliability, and engineering interconnection policies. **I will ensure that a copy of the equipment specifications and installation guide will be available to the inspector at the time of inspection.

Signature of Permit Applicant: _____ Date: _____

Include all accessibility requirements on plans (commercial only)

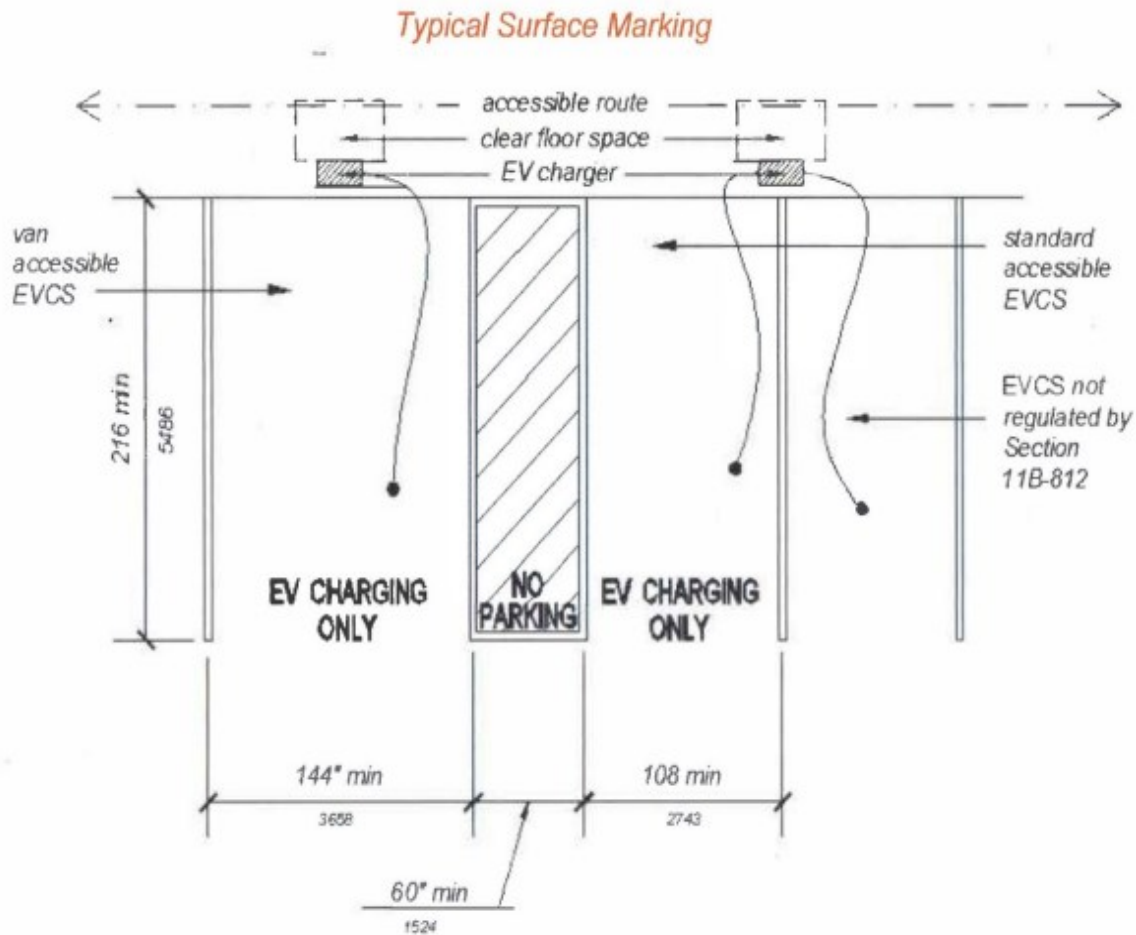
Note: Not a complete list of accessible requirements included below. Refer to the California Building Code Chapter 11B for further information.

- 11B 202.4** Path of Travel, see 11B202.4 Exception 10 for POT Exceptions
- 11B 228.3** Minimum number of Accessible EVCS and spaces allowed & provided.
- 11B 302** Accessible Charging Station and access aisle slope within 2.083% (1:48) in all direction (Detectable warnings not allowed within charging station or access aisle).
- 11B 812.4** 98” minimum clearance above the accessible charging station.

- 11B 812.5** EVCS shall located on an accessible route. Electric vehicle charging stations and access aisles shall be designed so that persons using them are not required to travel behind electric vehicle charging stations other than to pass behind the vehicle space in which their vehicle has been left to charge. A curb, wheel stop, bollards or other device shall be provided if required to prevent encroachment of vehicles over the required clear width of adjacent accessible routes. Accessible path of travel (Maximum 1:20 (5%) running slope and 1:48 (2.083%) cross slope; width 48”).
- 11B 812.6** Vehicle space minimum 18’ deep, minimum 12’ wide for van accessible space, 9’ wide for standard spaces, 10’ wide for ambulatory spaces, 17’ wide for drive up spaces, access aisles shall be a minimum of 5’ wide (spaces measured from center line to centerline of striping). Van, standard, ambulatory, and drive-up shall be 216 long minimum. Drive-up shall be min 204” wide and access aisle not required.
- 11B 812.7** Access aisle (6’ minimum) for accessible charging station (1 minimum to be provided). Two EVCS may share one access aisle. Van accessible shall be on passenger side unless 4 or less total EVCS non-angled van may be on either side. Painted borderline with hatched lines maximum 36 on center. Color of markings shall contrast with surface of access aisle (not blue). NO PARKING shall be painted with 12” high letters and visible from adjacent vehicular way.
- 11B 812.8** ISA not required for four EVCS or fewer. Five to twenty-five EVCS one van accessible with ISA (11B 703.7.2.1) Ambulatory and Drive-Up ISA not required, ISA shall be reflectorized 70 sq. in min. Identification shall be visible from EVCS that it serves and be min 60” above ground surface to bottom of sign or 80” above ground to bottom of sign within circulation path.
- 11B 812.9** EVCS vehicle spaces shall provide surface marking stating “EV CHARGING ONLY” in letters 12” high minimum. The centerline of the text shall be a maximum of 6” from the centerline of the vehicle space and its lower corner at, or lower side aligned with the end of the parking space length. See image below.
- 11B 812.10** Reach range to operable parts of charging station per 11B 308
Forward reach: 48” maximum (high) and 15” minimum above finish grade of clear space.
Side Reach: 48” maximum (high) and 15” minimum above finish grade of clear space (10” deep maximum obstruction allowed outside reach range). (obstructed); 48” maximum (high) for 10” deep 34” tall maximum obstruction or 46” maximum (high) for obstruction between 10”-24” deep maximum, 34” maximum high.
- NOTE:** Show 30”x48” clear space on plans at EVCS. Operable Parts per 11B 309 Card reader (if included) to meet accessibility requirements.

Controls: Operable with one hand, and not requiring grasping, pinching, or

twisting of the wrist. 30"x48" Clear floor space provided. Max 5lbs operating force. Point-of-sale devices to comply with 11B 707.2, 11B707.3, 11B 707.7.2 and 11B 707.9.



Step 2

Fully complete and sign a City of Dixon Building Permit Application. Electronic signature on the Permit Application will be acceptable for permit issuance.

<https://www.cityofdixon.us/media/CommunityDevelopment/Building/Forms/DixonBuildingPermitApplication-Fillable.pdf>

Complete special inspection agreement (if applicable).

<https://www.cityofdixon.us/media/CommunityDevelopment/Building/Forms/Special%20Inspection%20Agreement%20Dixon.pdf>

Step 3

Submit all of the required documentation for

Step 1 – EVSE Checklist

Step 2 - Application and Additional Information

in person or via email to Buildingdivision@cityofdixon.us. The building department will notify you when the documents have been reviewed and approved and the permit is ready to be issued.

Additional Information to Complete the EVSE Permitting Process

Plan Review Permit applications may be submitted to the Building Division in person at 600 East A St. Dixon CA or electronically through e-mail to buidlingdivsion@cityofdixon.us. Permit applications eligible for the expedited permitting process will receive a high priority and be reviewed as early as practical with a processing goal of 1 to 3 business days following receipt of the submittal.

Projects with 1-25 stations—5 business days to deem an application complete or incomplete. 20 business days to approve/deny the project after administrative review limited to health and safety. The project will be deemed approved if no action is taken within these timelines.

Projects with 26 or more stations—10 business days to deem an application complete or incomplete. 40 business days to approve/deny the project after administrative review that is limited to health and safety. The project will be deemed approved if no action is taken within these timelines.

Inspections Once all permits to construct the EVCS have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system by contacting the Building Division Inspection line system at (707) 678-7005. See the City of Dixon's Inspection procedures handout on the web site. Permit holders must provide the inspector with the Building Department Approved Job Plans, the Building Permit Inspection Card and access to the location of the work. The permittee must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and the approved plans.

Departmental Contact Information For additional information regarding the City of Dixon's permit process, please consult our departmental website at

<https://www.cityofdixon.us/departments/CommunityDevelopment/FormsFeesandPermits>

or contact the Building Division at (707) 678-7000 ext 1789.