



SINGLE-FAMILY RESIDENCE EVCS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



EVCS – Electric Vehicle Charging System

General Information:

- The installation of the EV charging system shall comply with the requirements in CEC Article 625.
- All electric vehicle supply equipment shall be marked by the manufacturer as follows:
“FOR USE WITH ELECTRIC VEHICLES”.
- Provide the UL listing number or the listing of another approved and nationally recognized testing laboratory, in compliance with UL 2202; Standard for Electric Vehicle Charging System Equipment.
- The EV charging system equipment shall be installed in accordance with the manufacturer’s guidelines and shall be suitable for its intended location. At time of inspection, provide manufacturer’s installation guidelines to Town’s inspector.
- If a ventilation system is required by the manufacturer, provide information for the ventilation system including the ducting run, type and location of exhaust unit, termination point and ventilation rate in cubic feet per minute (CFM) or cubic meters per minute (CMM).
- Specify the rating of the existing electrical service panel.
- If electrical load calculations (per CEC 220) shows existing electric service panel is not adequate for installation of EVCS, service panel will be required to be upgraded.
- Identify the EV charging system load and circuit size, e.g. (120V, 15/20A), (240V, 40A).
- If a second electrical meter is required due to special utility rates, please indicate the location and amperage. In addition, verify location of new meter with PG&E.
- If the electric vehicle charging equipment is in an area subject to vehicular damage, an adequate barrier must be installed (e.g. 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). (CEC 110.27)
- Provide a floor plan drawing of the garage indicating the proposed location of the EV charging system. In addition, show the location of the electrical meter panel. Sample plan shown below:

Submittal Requirements:

This is a comprehensive submittal list. All items may not pertain to your specific project.

**Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & [electronic submittals](#).*

1. Document Submittal List

A. Drawings: (3 Sets 24”x36” maximum, 11” x 17” minimum)*

- Plot/Floor plan
- Electrical Plan (drawn on plot/floor plan)
- Mechanical Plan (drawn on plot/floor plan)

B. Documents: (2 Sets 8 ½” x 11”)*

- Specifications/Cutsheets; UL Listed, required breaker size
- [Electrical Load calculations](#) for electrical service capacity

2. Addition Information to be Included on Documents

A. Plot/Floor Plan, Electrical Plan, & Mechanical Plan

- Address of property and name, address and phone number of property owner
- Description of work (i.e. Scope of Work)
- Drawings must be drawn to scale
- If plan is drawn by hand must be drawn with a straight edge and legible
- Building dimensions
- North arrow
- Location of Electric Vehicle Supply Equipment
- Amperage & Location of New subpanel
- Amperage & Location of Existing/New main panel
- Specify size of new breakers
- Location of barrier if the electric vehicle charging equipment is in an area subject to vehicular damage
- If a ventilation system is required by the manufacturer, provide information for the ventilation system including the ducting run, type and location of exhaust unit, termination point and ventilation rate in cubic feet per minute (CFM) or cubic meters per minute (CMM).
- Identify the EV charging system load and circuit size, e.g. (120V, 15/20A), (240V, 40A).
- If a second electrical meter is required due to special utility rates, indicate the location and amperage.