



City of Santa Barbara
Building & Safety Division

Community Development
630 Garden Street
805-564-5485

Residential One and Two Family Dwelling Units

Checklist for Expedited Electric Vehicle Charging Station Permit

Please use this checklist to help us expedite the issuance of your permit for installation of an Electric Vehicle Charging Station. Incomplete applications or inaccurate information may delay issuance of a permit.

Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)
<input type="checkbox"/>	Level 1	110/120 volt alternating current at 15 or 20 Amps
<input type="checkbox"/>	Level 2 - 3.3 kilowatt (low)	208/240 volt alternating current at 20 or 30 Amps
<input type="checkbox"/>	Level 2 - 6.6 kilowatt (medium)	208/240 volt alternating current at 40 Amps
<input type="checkbox"/>	Level 2 - 9.6 kilowatt (high)	208/240 volt alternating current at 50 Amps
<input type="checkbox"/>	Level 2 - 19.2 kilowatt (highest)	208/240 volt alternating current at 100 Amps
<input type="checkbox"/>	Other (provide detail)	

Note: For Level 1 and Level 2 – 3.3 kilowatt (low) Sections 2 and 4 below may be skipped

Section 1: Permit Application

1) Is the permit application complete with the following information: Project address, parcel number, builder/owner name, contractor name, valid contractor license number, phone numbers and any other pertinent information?

Yes ☐ No ☐

Section 2: Electrical Load Calculation Worksheet

1) Has an electrical load calculation worksheet been completed and included with the permit application?

Yes ☐ No ☐

The size of the existing electrical service MUST be equal to or larger than the minimum required size of main service breaker for existing loads plus the Electric Vehicle Charging Station Load (Ampere rating of Charging Station circuit X 240 Volts = Watts). The Electric Vehicle Charging Station Load must be calculated at 125%.

2) Based on the load calculation worksheet, is a new electrical service panel upgrade required?

Yes ☐ No ☐

If Yes, include Southern California Edison's Meter Service Request Number

MSR# _____

3) Is the proposed charging equipment is a DC Fast Charging Station or a Level 2 station with a circuit rating of 40 amps or higher?

Yes ☐ No ☐

If Yes, is a completed panel schedule and single-line diagram included?

Yes ☐ No ☐

Section 3: Compliance with the 2016 California Electrical Code

1) Are the manufacturer's specifications and mounting instructions for the Electric Vehicle Charging Station included?

Yes ☐ No ☐

2) Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark?

Yes ☐ No ☐

3) Is the charging unit rated more than 60 amps or more than 150 volts to ground?

Yes ☐ No ☐

If Yes, is a disconnect switch, capable of being locked in the open position, provided in a readily accessible location for the Electric Vehicle Charger?

Yes ☐ No ☐

4) Include an electrical plan with a single-line diagram.

a) Are the locations of the electrical service and the charging equipment shown?

Yes ☐ No ☐

b) Is the branch circuit/feeder conduit and conductor sizes, types and quantities for the Electric Vehicle Charging Station shown?

Yes ☐ No ☐

c) Is trenching required?

Yes ☐ No ☐

If Yes, is a trench detail showing conduit size & type and minimum coverage requirements included?

Yes ☐ No ☐

Section 4: Plan Submittal

1) Include a complete site plan.

a) Is the site plan fully dimensioned and drawn to scale?

Yes ☐ No ☐

b) Does the site plan show all structures and their purpose?

Yes ☐ No ☐

c) Are the locations of the electrical service and the charging equipment shown?

Yes ☐ No ☐

2) Is a complete electrical plan **in compliance with Section 3** included?

Yes ☐ No ☐

3) Are mechanical ventilation requirements triggered by 2016 California Electrical Code Article 625.50(B))?

Yes ☐ No ☐

If Yes, is a mechanical plan included?

Yes ☐ No ☐

Section 5: Compliance with the 2016 California Green Building Standards Code

1) Is the charging unit being installed on a new construction project?

Yes ☐ No ☐

If Yes, is compliance with 2016 California Green Building Standards Code section 4.106.4 clearly shown on the submitted plans?

Yes ☐ No ☐

For more information about Electrical Vehicles and Electrical Vehicle Charging Equipment, please view the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook.”