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## Electric Vehicle Charging Station Permit

### Eligibility Checklist for Expedited Electric Vehicle Charging Station Permit

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment / Charging Stations (EVSE / EVCS) 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 completion and approval of this checklist, a permit shall be issued to the applicant. However, if it is determined 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.

Where electric vehicle charging stations (EVCS) are provided, EVCS shall be provided in accordance with [Section 11B-228.3](#) of the California Building Code to address California accessibility standards.

Job Address:	Permit No. [STAFF TO COMPLETE]
<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (Apartment) <input type="checkbox"/> Multi-Family (Condominium) <input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses) <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Public Right-of-Way	
Location and Number of EVSE to be Installed:  Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____	
Description of Work:          	

Applicant Name:	
Applicant Phone & email:	
Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: <input type="checkbox"/> Level 1 (120V) <input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

System Voltage:
<input type="checkbox"/> 120/240V, 1 $\phi$ , 3W <input type="checkbox"/> 120/208V, 3 $\phi$ , 4W <input type="checkbox"/> 120/240V, 3 $\phi$ , 4W <input type="checkbox"/> 277/480V, 3 $\phi$ , 4W <input type="checkbox"/> 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)

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” <https://www.opr.ca.gov>

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

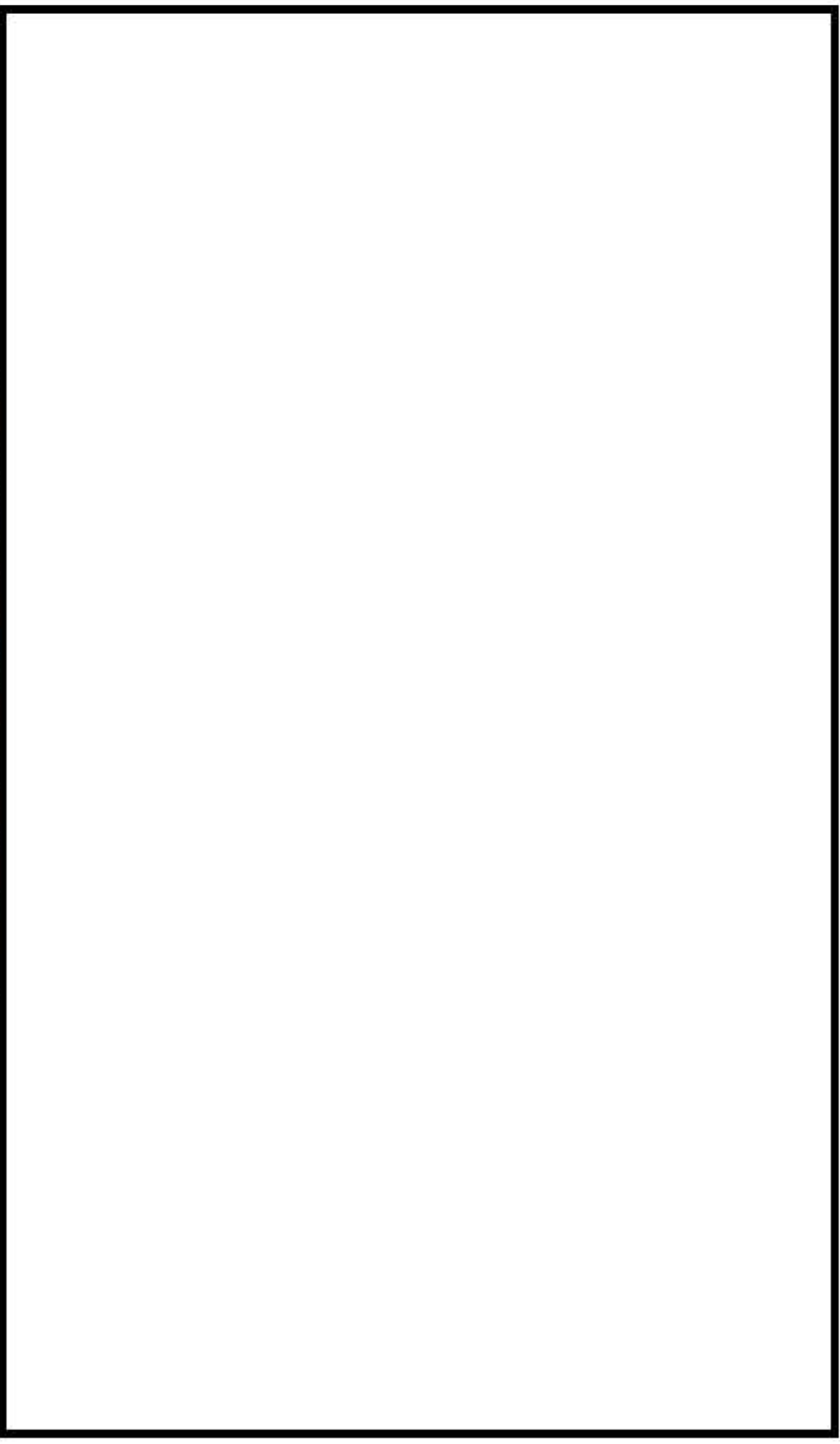
Supplying EVSE Panel = # \_\_\_\_\_ AWG or kcmil  
(or Verify with Inspector in field)

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.

Signature of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# EVSE SITE PLAN

Site plan for Electric Vehicle Service Equipment



Items required: Location of EVSE, Structures, Electrical circuits and equipment, Parking if used for vehicle charging, property lines with setback measurements shown in feet.

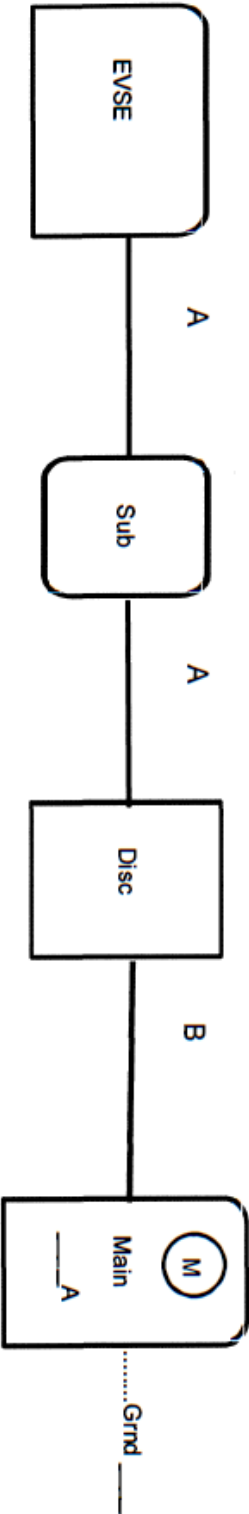
11B-228.3.1 General: Where electric vehicle charging stations (EVCS) are provided, EVCS shall be provided in accordance with Section 11B-228.3.

Electric Vehicle Service Equipment  
Line Diagram

Equipment

EVSE Manufacturer: \_\_\_\_\_ / Mod#: \_\_\_\_\_  
Wall Mount or Pedestal: \_\_\_\_\_  
Sub Panel Y / N Manufacturer: \_\_\_\_\_ / Amps: \_\_\_\_\_ / Breaker: \_\_\_\_\_  
Disconnect: Y / N Manufacturer: \_\_\_\_\_ / Amps: \_\_\_\_\_  
Main Manufacturer: \_\_\_\_\_ / Mod#: \_\_\_\_\_  
rating: \_\_\_\_\_ A / Breaker: \_\_\_\_\_

Notes



Conductor size    Conductor type    Conduit size    Conduit type    EGC Size    EGC Type

A = \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
B = \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Conductor, Cable and Conduit Schedule

□ TAG	Description and Conductor Type: (Table 3)	Conductor Size	Number of Conductors	Conduit/Conductor Cable Type	Conduit Size
A	Current-Carrying Conductors: (for each branch circuit) EGC:				
	GEC (when required):				
	Current-Carrying Conductors:				
	EGC:				
B	GEC (when required):				