



**Community Development Department**  
 Building Division  
 9291 Old Redwood Highway \ P.O. Box 100  
 Windsor, CA 95492-0100  
 Building: (707) 838-1021 / Fax: (707) 838-7349  
 Website: townofwindsor.com

## Submittal Requirements Checklist for Permitting of Electric Vehicle Charging Stations (EVCS)

<b>Job Address:</b>	<b>Permit No.:</b>
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APPROVAL REQUIREMENTS
<ol style="list-style-type: none"> <li>1. The Building Division will conduct the plan review and inspection for EVCS installations.</li> <li>2. Planning Division plan review approval is not required for EVCS installations unless the Building Official determines that the proposed EVCS will have a specific, adverse impact upon the public health or safety.</li> <li>3. Fire District plan review and inspection approval is not required for EVCS installations unless the system includes a stationary storage battery system as defined in the CA Fire Code.</li> </ol>

SUBMITTAL REQUIREMENTS	
<i>All forms and checklists described herein are available on the Town's website <a href="https://www.townofwindsor.com/164/Building-Permits">https://www.townofwindsor.com/164/Building-Permits</a></i>	
	A completed Town of Windsor Building Permit application (available at Windsor Town Hall, Building 400 or on the Town's web site)
	One copy of this checklist must be completed and submitted to the Building Division along with the Building Permit application. Please provide an explanation for any checklist item not completed or met.
	Provide three (3) sets of plans for the proposed EVCS (36" x 24" preferred plan size, 11"x 17" minimum plan size; 1/8" = 1'-0" minimum scale, 9 pt. Arial or equal font size or 1/8" minimum neatly hand printed lettering). Plan submittals shall include, but not be limited to: <ol style="list-style-type: none"> <li>1) A Title Page</li> <li>2) A Site Plan [<b>Not required for Level One or Level Two EVCS equipment installed within an existing one- or two-family residential structure (i.e. garage or carport)</b>]</li> <li>3) An Electrical Floor Plan [<b>Not required for exterior EVCS equipment installations.</b>]</li> </ol>
	3 copies of EVCS Manufacturer Installation Details and Specifications
	3 copies of Electrical Service Load Calculations
	Plan Check deposit is not required. Fees are paid at the time of permit issuance.

### General Requirements

Use the checklists below for preparation and submittal of your plans. The level of detail and the specific plan requirements will depend upon the extent, nature and complexity of the work to be done. All applicable checklist items must be noted or specified on the plans. Indicate the plan sheet number where the applicable requirement is shown or specified.

TYPE OF ELECTRICAL VEHICLE CHARGING STATION (please check one)		
Check One	Type of Charging Station(s) Proposed	Power Levels (proposed circuit rating)
<input type="checkbox"/>	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"/>	DC Fast Charging	440 or 480 VAC
<input type="checkbox"/>	Other (Specify and provide details):	

### Submittal Requirements Checklist for Electric Vehicle Charging Stations (EVCS)

PERMIT APPLICATION REQUIREMENTS		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. The Building Permit application is complete with the following information: <ul style="list-style-type: none"> <li>Project address and assessor's parcel number,</li> <li>Property owner name, address, email address, and phone number;</li> <li>Contractor name, address and phone number and contractor's license number; and</li> <li>Other information requested on the permit application form?</li> </ul>
ELECTRICAL LOAD CALCULATION WORKSHEET		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2. An Electrical Load Calculation Worksheet is included with the permit application? (California Electrical Code 220)
Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>	3. Based on the required load calculation <sup>1</sup> , is an electrical service panel upgrade needed? If yes, do the plans show and specify the electrical service panel upgrade?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. The EVCS branch circuit conductor is appropriately sized for a continuous load of 125% of the EVCS equipment plus any other non-continuous loads per CEC 210.19?
1. Load Calculation: The size of the existing service MUST be equal to or larger than the minimum required size of main service breaker as determined by the load calculations required by CEC article 220. If the existing service panel is smaller than the minimum required size of existing electrical services, then a new upgraded electrical service panel must be installed in order to handle the added electrical load from the proposed EVCS.		

PLANS – GENERAL		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5. The drawings are: <ul style="list-style-type: none"> <li>drawn to scale;</li> <li>on a paper size not less than 17" wide by 11" high (36" x 24" preferred);</li> <li>oriented in landscape orientation;</li> <li>are printed with text with not less than 9 point Arial font size or equal or 1/8" minimum neatly hand printed lettering?</li> </ul>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. The plans include a <b>Title Page</b> with property information including, but not limited to: <ul style="list-style-type: none"> <li>address of the property;</li> <li>name, address, email address, and phone number of the property owner;</li> <li>name, address, email address, and phone number and license number of the person responsible for the EVCS system design;</li> <li>codes applicable to the project;</li> <li>occupancy and use of the facilities; and</li> <li>narrative description and scope of the proposed work?</li> </ul>
Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>	7. A <b>Site Plan</b> is included with the permit application and includes the following information? <b>Note: Not required for Level 1 or Level 2 EVCS equipment installed within an existing one- or two-family residential structure (i.e. garage or carport).</b> <ul style="list-style-type: none"> <li>Location and name of structures on the site;</li> <li>Property lines, streets, lot dimensions, north arrow, the distance from property lines to structures and the proposed EVCS equipment;</li> <li>Dimensioned parking improvements, driveways, etc.;</li> <li>EVCS equipment, main electric service panel, disconnects and overcurrent protection locations;</li> <li>Underground conduit locations and routing;</li> </ul>

<b>PLANS – GENERAL</b>	
	<ul style="list-style-type: none"> <li>• Location of additional meter, if applicable;</li> <li>• All site related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <b>Note: Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.</b></li> <li>• Detail and specify all of the site related proposed work. <b>See additional requirements below.</b></li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>8.</b> An <b>Electrical Floor Plan</b> is included with the permit application and includes the following information? <b>Note: Not required for exterior installations.</b> <ul style="list-style-type: none"> <li>• Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed;</li> <li>• All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan;</li> <li>• All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <b>Note: Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.</b></li> <li>• Detail and specify all of the plan related proposed work. <b>See additional requirements below.</b></li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>9.</b> An <b>Electrical Floor Plan</b> is included with the permit application and includes the following information? <b>Note: Not required for exterior installations.</b> <ul style="list-style-type: none"> <li>• Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed;</li> <li>• All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan;</li> <li>• All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <b>Note: Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.</b></li> <li>• Detail and specify all of the plan related proposed work. <b>Note: See additional requirements below.</b></li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>10.</b> An <b>Electrical Floor Plan</b> is included with the permit application and includes the following information? <b>Note: Not required for exterior installations.</b> <ul style="list-style-type: none"> <li>• Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed;</li> <li>• All applicable electrical plan related requirements of CEC Article 625 are shown or specified on the plan;</li> <li>• All electrical plan related accessibility requirements prescribed by CA Building Code (CBC) Sections 11B-228 and 11B-812 are shown and fully specified. <b>Note: Applicable only to commercial facilities, public and common use areas, public accommodations and public housing as defined in the CA Building Code.</b></li> <li>• Detail and specify all of the plan related proposed work. <b>See additional requirements below.</b></li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>11.</b> A <b>Single-Line Electrical Diagram</b> is included with the permit application and includes the following information? <b>Note: Not required for Level 1 charging station installations.</b> <ul style="list-style-type: none"> <li>• List and label all EVCS supply equipment;</li> <li>• Conductor and conduit size, type and location;</li> <li>• Size of the over current device (circuit breaker) supplying the EVCS;</li> <li>• The size and location of the main electric panel, distribution panels (sub panels); overcurrent protection, disconnects, additional meters, and EVCS equipment;</li> <li>• The type (level), voltage and ampacity for each charging station.</li> </ul>

PLANS – GENERAL	
	<ul style="list-style-type: none"> <li>All equipment labeling requirements per CEC 625.15.</li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>12.</b> Two (2) sets of the <b>EVCS Manufacturer Installation Details and Specifications</b> are included with the permit application?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>13.</b> Two (2) copies of <b>Electrical Service Load Calculations</b> are provided for sizing of the electrical service panel pursuant to CA Electrical Code (CEC) Article 220? <b>NOTE: Make sure to include 125% of the EV charging station load in the calculation.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>14.</b> If the EVCS equipment is listed for charging electric vehicles that require ventilation for indoor charging, is a <b>Mechanical Plan</b> showing and specifying all of the ventilation requirements prescribed by CEC 625.52 included with the permit application?
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>15.</b> Is the project site located outside of a 100-year flood hazard zone? <b>NOTE: If the charging equipment is located within a 100-year flood hazard zone, the EVCS equipment shall be elevated above the base flood elevation. The base flood elevation must be determined and an elevation certificate submitted by a registered land surveyor. (Town Code Title 9</b>

2019 CALIFORNIA ELECTRICAL CODE - MINIMUM PLAN REQUIREMENTS	
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	1. The plans indicate that the installation shall meet all requirements of the 2019 California Electrical Code - Article 625 for Electric Vehicle Charging Systems.
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	2. The plans identify the amperage and location of the existing (or new) electrical service panel and the service panel is sized in accordance with the electrical service load calculations? (CEC 220)
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	3. The plans indicate the size of the service entrance conductors?
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	4. The plans indicate that the charging equipment shall have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	5. The single-line electrical diagram shows and specifies the required overcurrent protection for the proposed EVCS?
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	6. Conduit and conductor size and type are specified and the routes and requirements for their installation (i.e. within framing, mounted to structures, underground, etc.) are shown?
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	7. The plans specify that the electric vehicle charging system shall be installed in accordance with manufacturer's installation instructions and shall be suitable for the environment (indoor/outdoor) in which they will be installed?
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	8. The plans specify where the labeling of the EVCS equipment (i.e. "FOR USE WITH ELECTRIC VEHICLES", "VENTILATION NOT REQUIRED", "VENTILATION REQUIRED", etc.) is required? (CEC 625.15)
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	9. An approval letter from PG&E is provided to the building department <u>if a dedicated electrical meter is to be installed for the electric vehicle charging system?</u> <b>NOTE: If a single mast will continue to be used to serve two meters, ensure that the service entrance conductors are sized for the sum of the two meters, in accordance with CEC Article 310.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Sheet#_	10. If the EV charging equipment is rated more than 60 amps or more than 150V to ground, the plans specify that the disconnecting means shall be lockable open and shall be provided in a readily accessible location? (CEC 625.43)
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	11. The plans specify that the EVCS equipment disconnecting means shall be identified with a durable label stating "Emergency Power Off – Electric Vehicle Charging Station"? (CEC 110.22)
Yes <input type="checkbox"/> No <input type="checkbox"/>	12. The plans specify that the main service conductors and the equipment for the protection of

2019 CALIFORNIA ELECTRICAL CODE - MINIMUM PLAN REQUIREMENTS	
Sheet#_	electrical service (i.e. disconnecting means, overcurrent protection, etc.) will be installed in accordance with CEC Article 230?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Sheet#_	13. If trenching is required, a trenching detail is provided on the plans showing compliance with the minimum cover requirements pursuant to CEC 300.5? <b>NOTE: trenching for electrical feeders from structure to structure must comply with CEC 225.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Sheet#_	14. Physical protection such as a bollard is shown and detailed on the plans when vehicle impact protection for EVCS equipment is required? (CEC 110.27 (B)) <b>NOTE: Typically, not required for Level 1 EVCS. Physical protection from damage is often a 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.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	15. The plans show and specify the mounting height for the charging coupling (the connector nozzle) and the operable controls? <b>NOTE: If installed indoors, the electric vehicle charging coupling shall be located between 18" and 48" above the finished floor. If installed outdoors, the electric vehicle charging coupling shall be located between 24" and 48" above the finished grade. (CEC 625.50 and CBC 11B-309)</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Sheet#_	16. If the EVCS is installed within a building containing an R (residential) occupancy, the plans show and specify the location for all required smoke and carbon monoxide alarms within the dwelling(s)? (CBC 907.2.11, CBC 915, CRC R314 and CRC R315) <b>NOTE: In lieu of showing and specifying the location for all required smoke and carbon monoxide alarms within the dwelling(s), a <a href="#">Smoke &amp; CO Alarm Declaration and Installation Certification Form</a>, available on the Town's web site, may be completed, signed and submitted with the application.</b>

PLANS - 2019 CALGREEN REQUIREMENTS	
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	1. Does the number of proposed electric vehicle charging spaces conform to the Tier 1 requirements of California Green Building Code (CGBC)? (CGBC A4.106.8.2 and A5.106.5.3) <b>Note: Only applies to newly constructed multi-family residential and newly constructed non-residential projects.</b> <b>Note: Accessibility requirements are required for public and common use areas, public accommodations, commercial facilities and public housing as defined in the CA Building Code.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	2. The plans show and specify all of the applicable accessibility requirements prescribed in CBC Chapter 11B, including but not limited to the requirements of the following sections:
Yes <input type="checkbox"/> No <input type="checkbox"/> Sheet#_	a. 11B-202.4 (Path of Travel Requirements in Alterations, Additions and Structural Repairs) <b>See 11B-202.4 Exception 10 for Path of Travel Requirement Exceptions</b>
Sheet#_	b. 11B-228.3 (Electric Vehicle Charging Stations)
Sheet#_	c. 11B-302 (Floor or Ground Surfaces)
Sheet#_	d. 11B-303 (Changes in Level)
Sheet#_	e. 11B-305 (Clear Floor or Ground Space)
Sheet#_	f. 11B-308 (Reach Ranges)
Sheet#_	g. 11B-309 (Operable Parts)
Sheet#_	h. 11B-402 (Accessible Route)
Sheet#_	i. 11B-703.3 (Braille)

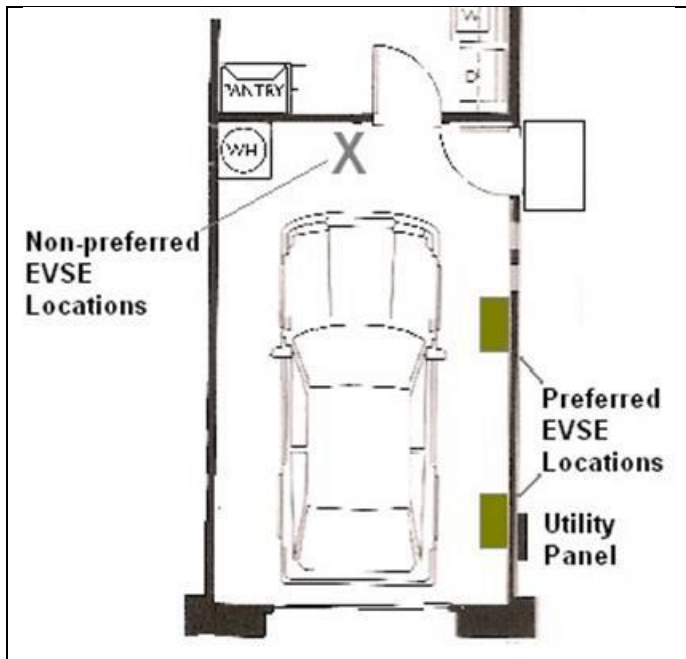
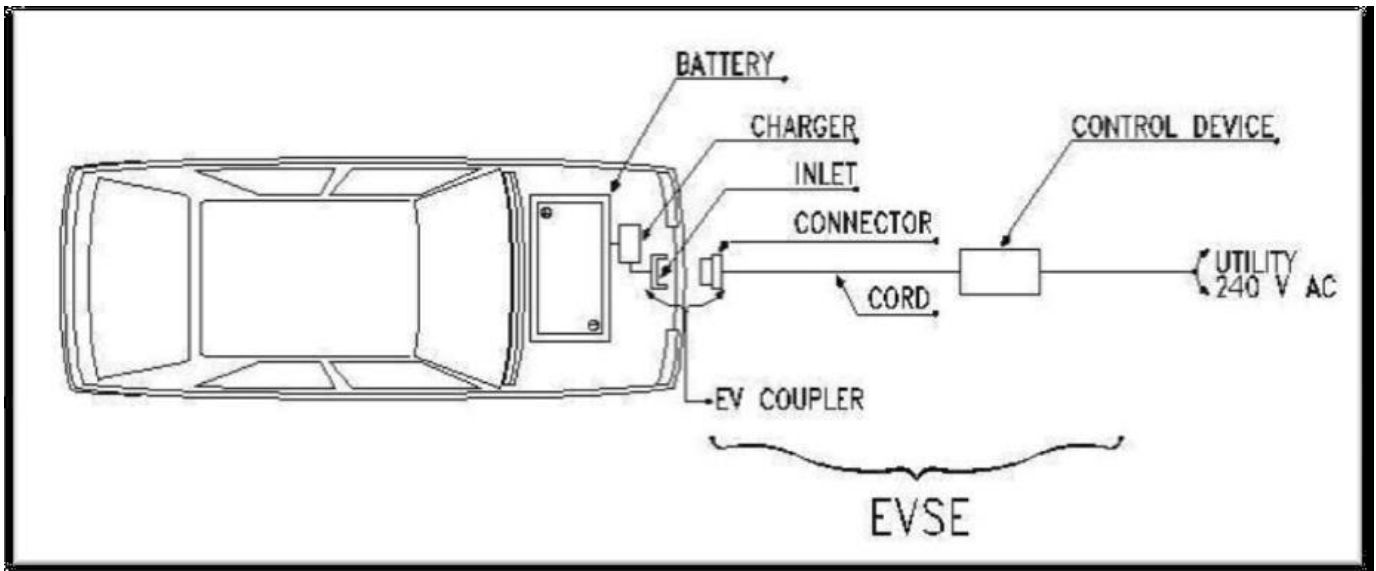
PLANS - 2019 CALGREEN REQUIREMENTS	
Sheet#_	j. 11B-703.7 (Symbols of Accessibility)
Sheet#_	k. 11B-703.7.2.1 (International Symbol of Accessibility)
Sheet#_	l. 11B-707.2 (Clear Floor or Ground Space)
Sheet#_	m. 11B-707.3 (Operable Parts);
Sheet#_	n. 11B-707.7.2 (Characters)
Sheet#_	o. 11B-707.9 (Point-of-Sale Devices)
Sheet#_	p. 11B-812 (Electric Vehicle Charging Stations)

PLAN PREPARER	
<i>Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.</i>	
Project Address:	
Name of Person Completing Checklist (Print):	Signature:
Electrical Engineer or Contractor's License Number and Type:	

### Plan Review and Permit Process

PLAN REVIEW
Permit applications may be submitted to the Town of Windsor Building Division in person at Town Hall, 9291 Old Redwood Highway, Building 400 or electronically via email <a href="mailto:BuildingStaff@townofwindsor.com">BuildingStaff@townofwindsor.com</a>
FEES
A Plan Review deposit is not required upon application submittal. Fees are due prior to issuance of the permit. The total cost for building permits for the installation of Electric Vehicle Charging Stations is dependent on a number of factors but generally is in the range \$200 – \$250 for a Level 1 EVCS and \$300 - \$550 for a Level 2 or above EVCS.
INSPECTION
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. On-site inspections can be scheduled by contacting the Town of Windsor Building Division by telephone at 707-522-8346. Inspection requests received during Town Hall business hours can usually be scheduled for the next business day.
Permit holders must provide the inspector with the Building Division Approved Job Plans, the Building Permit Inspection Record 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.
ADDITIONAL INFORMATION
For additional information regarding this permit process, please contact the Building Division at <a href="mailto:BuildingStaff@townofwindsor.com">BuildingStaff@townofwindsor.com</a>

EXAMPLE OF A RESIDENTIAL LEVEL 2 CHARGING EQUIPMENT INSTALLATIONS



### EVCS INSTALLATION EXAMPLE #1

No ISA (International Symbol of Accessibility – blue placard) required for installations of 1 to 4 EVCS, accessible EVCS available to all.

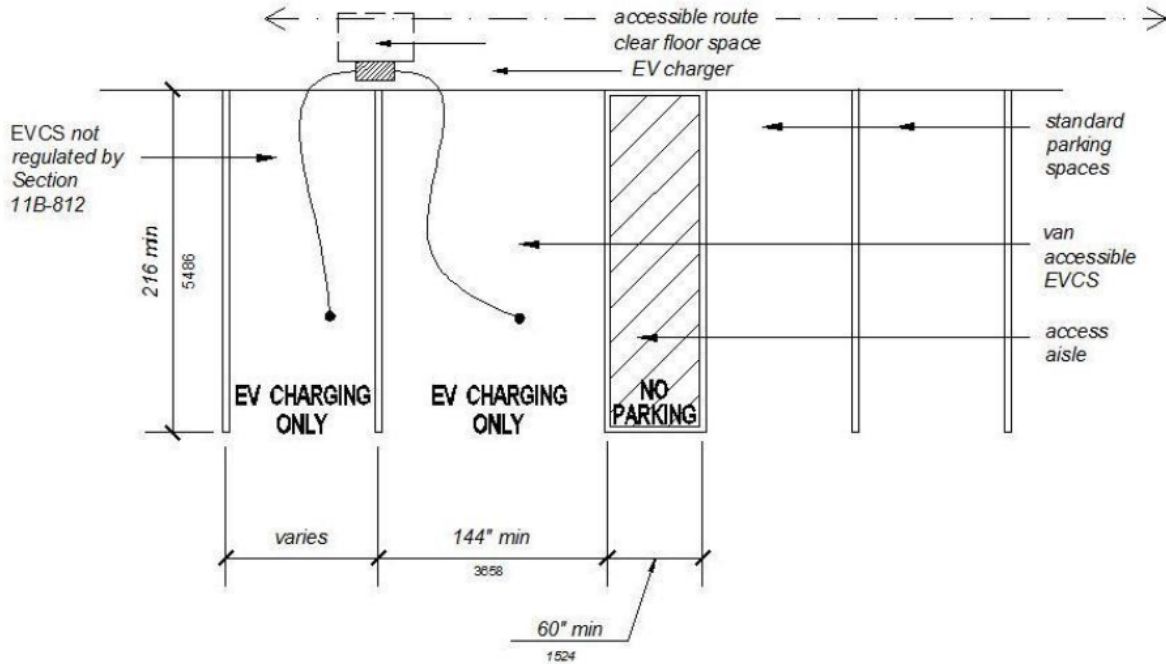
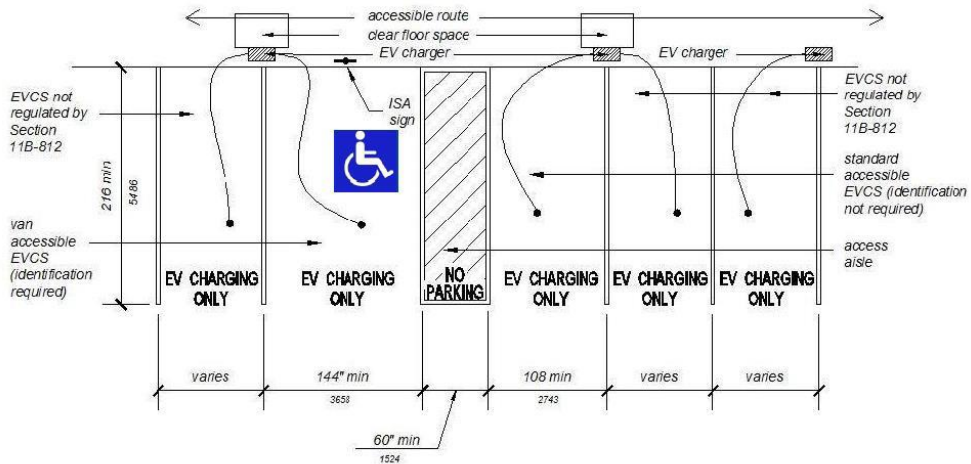


Image Example from DGS Presentation

### EVCS INSTALLATION EXAMPLE #2

#### ELECTRIC VEHICLE CHARGING STATIONS CONFIGURATIONS FOR SMALL INSTALLATIONS

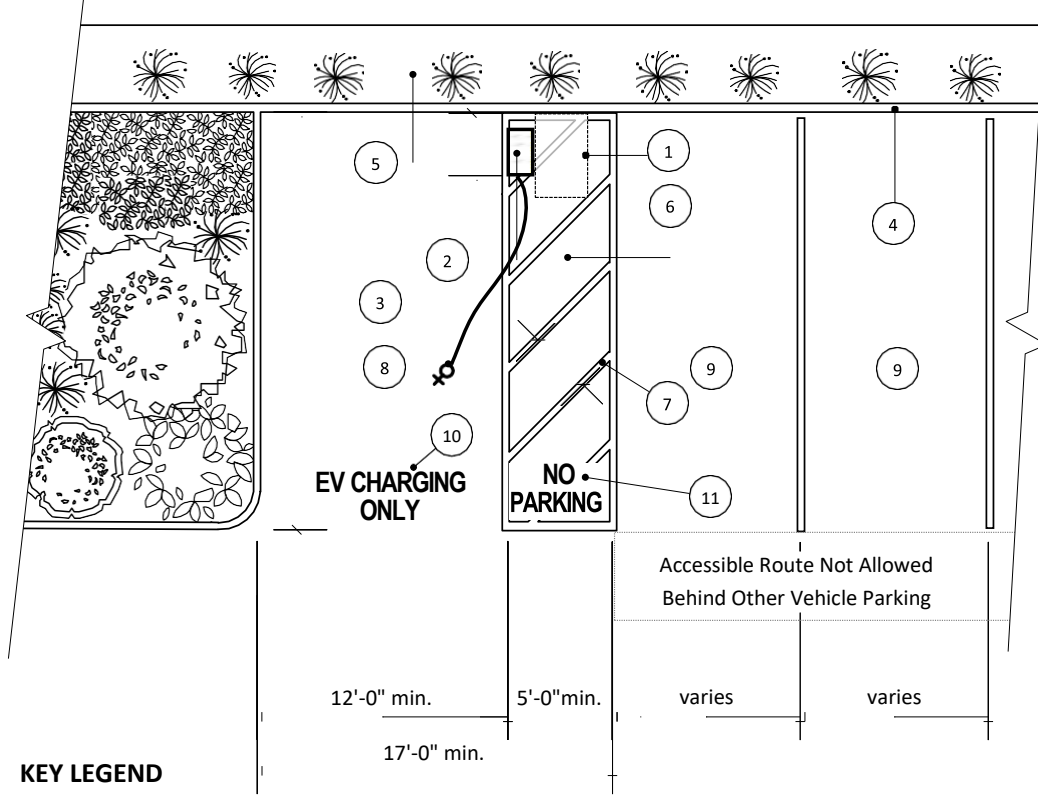


ISA required for installations of 5 or more EVCS



## TYPICAL SINGLE ELECTRIC VEHICLE CHARGING STATION CONFIGURATION FOR AN EXISTING COMMERCIAL FACILITY OR PUBLIC ACCOMMODATION

See 2019 CA Building Code Sections 11B-202.4, 11B-812 and 11B-228.3 for additional requirements.



### KEY LEGEND

- 1 30" x 48" clear space for parallel approach (CBC 11B-302).
- 2 Electric Vehicle Charging Station (EVCS)(see CBC 11B-228.3 & 11B-812 for requirements).
- 3 Electric Vehicle Charging Station coupling (nozzle) and conductor.
- 4 Curb
- 5 No International Symbol of Accessibility (ISA) sign or "Van Accessible" sign is required (see CBC 11B-812.8)
- 6 60" minimum width access aisle located on the passenger side of a van accessible space and at the same level as the adjacent vehicle space. (CBC 11B-812.7)
- 7 Contrasting border and 36" maximum on center diagonal hatched lines designating the access aisle. Access aisles borderlines and hatched lines for EVCS spaces shall not be blue. (CBC 11B-812.7.2)
- 8 Minimum 144" wide by 216" long van accessible lined EVCS space (ISA sign and "Van Accessible" sign NOT required). (CBC 11B-812.6.1 and 11B-812.8)
- 9 Parking space not regulated by CBC 11B-812.
- 10 12" high "EV CHARGING ONLY" surface marking at the end of each EVCS space. (CBC 11B-812.9)
- 11 12" high "NO PARKING" surface marking within the access aisle. (CBC 11B-812.7.3)

### VAN ACCESSIBLE EXAMPLE

Requirements	Exhibit
<ul style="list-style-type: none"> <li>• 12 feet (144 inches) minimum width</li> <li>• 18 feet (216 inches) minimum length</li> <li>• Access aisle 5 foot (60 inches) minimum width located on passenger side with head-in parking, may be shared with another EVCS vehicle space</li> <li>• Accessible route requirements to EVSE and areas served by EVCS</li> </ul>	<p><b>ELECTRIC VEHICLE CHARGING STATIONS CONFIGURATIONS FOR SMALL INSTALLATIONS</b></p> <p><b>5 ELECTRIC VEHICLE CHARGING STATIONS</b></p>

### STANDARD ACCESSIBLE EXAMPLE

Requirements	Exhibit
<ul style="list-style-type: none"> <li>• 9 feet (108 inches) minimum width</li> <li>• 18 feet (216 inches) minimum length</li> <li>• Access aisle 5 foot (60 inches) minimum width either side of space, can be shared with another EVCS space</li> <li>• Accessible route requirements to EVSE and areas served by EVCS</li> </ul>	<p><b>ELECTRIC VEHICLE CHARGING STATIONS CONFIGURATIONS FOR SMALL INSTALLATIONS</b></p> <p><b>5 ELECTRIC VEHICLE CHARGING STATIONS</b></p>

**AMBULATORY EXAMPLE**

*No comparable requirement in accessible parking.*

Requirements	Exhibit
<ul style="list-style-type: none"> <li>• 10 feet (120 inches) minimum width</li> <li>• 18 feet (216 inches) minimum length</li> <li>• No access aisle required; additional width of space provides increased access for individuals with limited or temporary mobility challenges</li> <li>• Accessible route requirements to EVSE, facility entrance or site arrival point</li> </ul>	<p style="text-align: center;"><b>5 ELECTRIC VEHICLE CHARGING STATIONS</b></p>