



EV CHARGING STATION CHECK LIST & WORKSHEET

Building Department
 1480 Main Street
 St. Helena, CA 94574
 (707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofsthelema.org/content/building>

Units which are designed to plug into existing 20amp outlets and do not require separate branch circuits, do not require a building permit. For all other residential and commercial installations please provide the information below:

Interior Wall Mounted Systems

- Title Page - Include all required information
- Existing floor plan locating the service panel and proposed location of the EV system

Exterior Wall Mounted & Pedestal Systems

- Title Page - Include all required information
- Site Plan – identify and locate all structures, parking areas, and any unique features of the site. Show the location of the service panel, proposed location of the EV system, and area of trenching

Commercial projects - Identify paths of travel and ADA parking area if they exist

- 2 (two) copies of single line electrical drawing for new connections

Number & Size of Drawings

- 3 Complete Sets of Plans**

Your drawings must be on 11" X 17" minimum/24" x 36" paper maximum, drawn to scale using English measure, and signed by the architect, engineer, draftsman, or person who drew them.

Smaller sizes may be allowed with prior permission, however; **larger paper sizes will not be accepted.**

Plans must be submitted collated and bound by a maximum of three staples. Please do not use multiple staples *within* the same plan set.

PROVIDE A 4" X 3" CLEAR AREA ON THE RIGHT SIDE OF EACH DRAWING FOR CITY APPROVAL STAMP.

FORMS & SUPPORTING DOCUMENTATION

All forms and documents below are required with your submittal.

- Completed Building Permit Application (residential or commercial specific application)
- 1 (one) copy of EV Charging Station Worksheet (this page and next page)
- 2 (two) copies of cut sheets for all equipment being installed

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

Owner-Builder Disclosure Form

- Agent Authorization Form

SAE Classification <input type="checkbox"/> Level 1 - 120V AC <input type="checkbox"/> Level 2– 208/240V AC <input type="checkbox"/> Level 3– 500V DC	Location: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior	Manufacturer:
	Type: <input type="checkbox"/> Wall mounted <input type="checkbox"/> Pedestal	Model Number:
	Ventilation Required: <input type="checkbox"/> Y <input type="checkbox"/> N	Listing Agency:

ELECTRICAL SERVICE

Existing Main Breaker Size:	Amps	Service Upgrade Required: <input type="checkbox"/> Y <input type="checkbox"/> N	Existing Solar: <input type="checkbox"/> Y <input type="checkbox"/> N	
EV Branch Circuit Size:	Amps	New Service Size:	Amps	Existing Generator: <input type="checkbox"/> Y <input type="checkbox"/> N
Sub Panel Size:	Amps	New Sub Panel Size:	Amps	Generating Capacity: Kw

