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FORM NUMBER

BD-23A

BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR RESIDENTIAL ELECTRIC VEHICLE CHARGING STATION SYSTEMS

THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY! *Construction Plans and supporting documentation shall be of sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

The following items are required for a complete application submittal for a permit to install an Electric Vehicle Charging System in Sierra County. If any item is checked no, revise the design, and/or provide the additional information, otherwise the application will be deemed incomplete and the permit streamlining process will no longer apply. **INCOMPLETE SUBMITTALS MAY DELAY THE PLAN CHECK PROCESS.**

PERMIT APPLICATION

Completed and signed Building Permit Application Form (BD-01)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the application coversheet complete with: <ul style="list-style-type: none"> project address & parcel number owner's name, address, & phone number contractor and/or engineer name, license, address, & phone number statement of compliance with specific CA codes used narrative description & project scope of work, including number of charging stations 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Owner Builder Certification (BD-03) (Owner/Builder Only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Owner Builder What to Know (BD-04) (Owner/Builder Only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the application include 2 copies of the EVCS manufacturer's specs and installation guide? (One copy for electronic submittals)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A completed and signed BD-23A EVCS Checklist (this form)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did you know? You can submit your EVCS Permit Application & required documents online. Please visit: http://sierracounty.ca.gov/795/Electric-Vehicle-Charging-Stations-EVCS			

Type of Charging Station(s)	Power Levels (Proposed Circuit Rating)	Check One
Proposed		
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	<input type="checkbox"/>
Level 2 – 3.3 kW (low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 19.2 kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
DC Fast Charging	440 or 480 VAC	<input type="checkbox"/>
Other (Specify & provide details):		<input type="checkbox"/>

ELECTRICAL LOAD CALCULATIONS

Is a completed electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Based on load calculation worksheet, is a panel upgrade required? <input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do plans include the electrical service panel upgrade location and instruction manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the charging circuit appropriately sized for a continuous load of 125%? (CEC 210.19)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ELECTRICAL LOAD CALCULATIONS - CONTINUED

If charging equipment proposed is a Level 2-9.6kW station with a circuit rating of 50 Amps or higher, is a completed panel schedule with electrical calculations included with single line diagram? <input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SITE PLAN & SINGLE LINE DIAGRAM

<p>Is the Site Plan to scale and includes the following information:</p> <ul style="list-style-type: none"> • Location and name of structure(s) on property, clearly showing where the EVCS(s) will be installed • Property lines, setbacks, streets, lot dimensions, north arrow, distance from property lines to structures, and proposed EVCS equipment • EVCS equipment, mounting, main electrical service panel, disconnects, and overcurrent protection locations • Underground conduit locations and routing • Location of additional meter (if applicable) • Location and type (above or below ground) of utilities (gas, electrical, etc) • If trenching is required a trenching detail is provided on the plans showing compliance with the minimum cover requirements pursuant to CEC 300.5 • FEMA Flood Hazard Zone and boundary, if applicable 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>An Electrical Floor Plan is included with the permit application and includes the following information? [Not required for exterior installations.] <input type="checkbox"/> N/A</p> <ul style="list-style-type: none"> • Plan view of the location of the proposed EVCS equipment including the use of the space or area where the EVCS will be installed; • All applicable electrical plan related requirements of NEC Article 625 are shown or specified on the plan; • Detailed and specific plan of all related proposed work. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Is a Single-Line Diagram included that includes the following information:</p> <ul style="list-style-type: none"> • List and label of all EVCS supply equipment • Conductor and conduit size, type, and location • Size of the over current device (circuit breaker) supplying the EVCS • Size and location of the main electric panel, distribution (sub) panels, overcurrent protection, disconnects, and additional meters • Type or level, voltage, and ampacity for each charging station 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If the EVCS equipment is listed for charging electric vehicles that require ventilation for indoor charging, is a Mechanical Plan showing and specifying all the ventilation requirements prescribed by CEC 625.52 included with the permit application? <input type="checkbox"/> N/A</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The project site is located in a 100 year flood hazard zone? [NOTE: If yes, the EVCS equipment shall be elevated at least 1 foot above the base flood elevation. The base flood elevation must be determined and an elevation certificate or a non-residential floodproofing certification form (available from the Planning Department) submitted by a registered land surveyor]</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do 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)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Physical protection such as a bollard to be shown and detailed on the plans when vehicle impact protection for EVCS equipment is required (CEC 110.27 (B))</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Show and specify the mounting height for the charging coupling (the connector nozzle) and the operable controls. [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). (Height varies if within the 100 year flood plain)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>PG&E approval letter to be provided to the building department if a dedicated electrical meter is to be installed for the electric vehicle charging system [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] <input type="checkbox"/> N/A</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AGREEMENT:

As the responsible owner, authorized agent, or contractor for the project, I understand that I am responsible for the accuracy of all information provided in this application. I also understand that revisions to this project will result in a revised application and plan review submitted to the building division which may not be eligible for expedited electric vehicle charging station permit issuance.

Signature: _____ Print Name: _____

Date: _____