BS_____

CITY OF BURBANK
RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES
AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

Please provide the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) 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 this checklist being deemed complete, a permit application shall be deemed complete and be promptly processed. If it is determined that the installation could have a specific adverse impact on public health or safety, additional verification including review and approval of an Administrative Use Pemit may be required before a permit can be issued. The determination of whether or not a Administrative Use Permit is required is at the discretion of the Building Official, and permit shall not be denied unless substantial evidence supports the finding stated in Section 65850.7 (c) of the Government Code.

All applications must comply with these requirements:.

- ❑ For single-family installations other than on the interior wall of the garage, a Site Plan is required to verify the station does not encroach into the clear space required for parking, access to required parking, or required setbacks. Attach the Site Plan to checklist. The Site Plan must be reviewed and approved by the Planning Division prior to issuance.
- ❑ A Site Plan and specifications are required for installations of Level II and III chargers on non-residential properties. Attach plans to this checklist. Plans must be reviewed and approved by Building and Planning divisions prior to issuance.
- ❑ If an electrical service upgrade is needed, please obtain a meter spot from Burbank Water and Power prior to submittal of this application to Building Division. Attach copy of meter spot document to your application.
- ❑ An equipment disconnect is required for branch circuits of 60 amps or more.

Job Address:	Application No.
☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium) ☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses) ☐ Mixed-Use ☐ Public Right-of-Way	
Location and Number of EVSE to be Installed: Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____	
Description of Work (include location on the property):	

Applicant Name:	
Applicant Phone & Address:	
Contractor Name:	License No. & Type:
Contractor Phone & Address:	
Owner Name:	
Owner Phone & Address:	

EVSE Charging Level: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other_____	
Disconnect installed for branch circuits of 60 amps or more: _____	

System Voltage: ☐ 120/240V, 1φ, 3W ☐ 120/208V, 3φ, 4W ☐ 120/240V, 3φ, 4W ☐ 277/480V, 3φ, 4W ☐ 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: _____