

# CITY OF MILPITAS

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://www.milpitas.gov)



# EXPEDITED ELECTRIC VEHICLE CHARGING STATION PERMIT

## Eligibility Checklist for Expedited Electric Vehicle Charging Station Permit: Non-Residential Buildings and Facilities

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
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 – 192 kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (provide detail):	Provide rating: _____	<input type="checkbox"/>

### Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
----------------------------------------------------------------------------------------	----------------------------	----------------------------

### Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? ( <b>CEC Article 220</b> )	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include the electrical service panel upgrade?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9kW station with a circuit rating of 50Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	<input type="checkbox"/> Y	<input type="checkbox"/> N

### Site Plan and Single Line Drawing:

A. Is a site plan and separate electrical plan with a single-line diagram included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements ( <b>CEC625.52 {B or C}</b> ), is mechanical plan included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Is the site plan fully dimensioned and drawn to scale?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<input type="checkbox"/> Y	<input type="checkbox"/> N

### Compliance with the California Electrical Code:

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for the additional breakers?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150V to ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting mean provided in a readily accessible location and shall be lockable open in accordance with CEC 110.25. ( <b>CEC 625.43</b> )	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with electrical circuit and feeder requirements from structure to structure? ( <b>CEC Article 225</b> )	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (Burial depth per <b>Table 300.5</b> )	<input type="checkbox"/> Y	<input type="checkbox"/> N

### Compliance with the Milpitas Municipal Code (MMC) sec. II-19-2.03 and California Green Building Standards Code (CALGreen):

A. Does the CALGreen EV Readiness installation requirements apply to this project?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) For new construction, does the plans demonstrate conformance with <b>MMC II-19-2.03</b> for the minimum required number of charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) For new construction, do the construction plans comply with the design requirements set forth in <b>MMC II-19-2.03</b> ?	<input type="checkbox"/> Y	<input type="checkbox"/> N

### Compliance with California Building Code, Chapter 11B Accessibility Features:

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with <b>Table 11B-228.3.2.1</b> ?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the plans detail compliance with the accessible EVCS features required by <b>11B-228.3, 11B-812, and Figure 11B-812.9</b> ?	<input type="checkbox"/> Y	<input type="checkbox"/> N

**Notes:** These criteria are intended for an expedited EVCS permitting process. If any items are checked NO, please revise plans to fit within the eligibility checklist, otherwise the permit application may go through the standard plan review and approval process. Plan review may take up to 15 days from the complete submittal received date for qualifying expedited projects with <= 25 EV and up to 20 days for qualifying expedited projects with > 25 EV. This review timeline is applicable to each cycle of submittal received when resubmittal is required to address plan review comments.

Electrical plans shall be completed, stamped, and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

**Project Address:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Applicant's Printed Name:** \_\_\_\_\_

**Contractor's License Number and Type:** \_\_\_\_\_ - \_\_\_\_\_