



SAM SHAHROURI  
DEPUTY DIRECTOR OF TLMA  
BUILDING OFFICIAL

# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

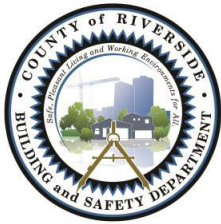
## ELIGIBILITY CHECKLIST FOR EXPEDITED ELECTRIC VEHICLE CHARGING STATION PERMIT FOR NON-RESIDENTIAL BUILDINGS AND FACILITIES (EVSE)

Please complete 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 shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

Job Address:	Permit No.
Location and Number of EVSE to be installed:	
Description of Work:	

Applicant Name:
Applicant Phone & Email:
Applicant Signature:
Contractor Name:
License Number & Type:
Contractor Phone & Email:
License Holder's Signature:



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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	
Level 2 – 3.3. kW (low)	208/240 VAC at 20 or 30 Amps	
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	
Other (provide detail):	Provide Rating:	

**Permit Application Requirements** (circle one):

A. Does the application include EVCS manufacture’s spec and installation guidelines?	Y	N
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**Electrical Load Calculation Worksheet:**

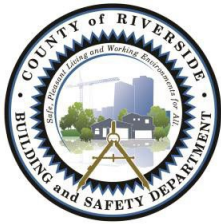
A. Is an electrical load calculation worksheet included? (CEC 220)	Y	N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	Y	N
1) If yes, do plans include the electrical service panel upgrade and panel spec sheet?	Y	N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	Y	N
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	Y	N

**Site Plan and Single Line Drawing:**

A. Is a site plan and separate electrical plan with a single-line diagram included in the permit application?	Y	N
1) If mechanical ventilation requirements are triggered for indoor venting requirements [CEC 625.29(D)], is a mechanical plan included with the permit application?	Y	N
B. Is the site plan fully dimensioned and drawn to scale?	Y	N
1) Showing location, size, and use of all structures	Y	N
2) Showing location of electrical panel to charging system	Y	N
3) Showing type of charging system and mounting	Y	N

**Compliance with the California Building Code (Structural)**

A. Does any of the proposed equipment weigh over 400lbs or center of mass located over 4ft from the adjacent floor that directly supports the components? [CBC 1617.11.15(3)(a)].	Y	N
1) If yes, provide structural analysis for the foundation and anchorage of those equipment(s).	Y	N



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### Compliance with the California Electrical Code:

A. Does the electrical plan identify the amperage and location of existing or new electrical service panel?	Y	N
1) If yes, does the existing panel schedule show room for additional breakers?	Y	N
B. Is the charging unit rated more than 60 amps or more than 150V to ground?	Y	N
1) If yes, are disconnection means provided in a readily accessible location in line of site and within 50' of the EVCS [CEC 625.23].	Y	N
C. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200).	Y	N
D. If trenching is required, is the trenching location shown and detail called out?	Y	N
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? [CEC 225]	Y	N
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300).	Y	N

### Compliance with the California Green Building Standards Code (CGBSC):

A. Do the CAL Green EV Readiness installation requirements apply to this project?	Y	N
1) Do the plans demonstrate conformance with <b>CGBSC Table 5.106.5.3.3</b> for the minimum required number of charging spaces?	Y	N
2) Do the construction plans comply with the design requirements set forth in <b>CGBSC 5.106.5.3.1</b> for single charging spaces or <b>CGBSC 5.106.5.3.2</b> for multiple charging spaces?	Y	N

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

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	Y	N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1?	Y	N
2) Do the plans detail compliance with the accessible EVCS features required by <b>11B-812</b> and Figure <b>11B-812.9</b> ?	Y	N
3) Do the plans show the accessible route from the EVCS to the building entrance?	Y	N
4) Does the plan comply with the following ADA requirement: Circulation paths contiguous to vehicular traffic shall be physically separated from traffic. Vehicular traffic includes travel through parking facilities, into an out of parking spaces, into and out of electric vehicle charging spaces, and along roadways, driveways, and drive aisles. Physical separation shall be provided with circulation paths raised 4" minimum above the area where the vehicular traffic occurs [CBC 11B-250.1].	Y	N
5) Are vehicle spaces and access aisles designed so that persons using them are not required to travel behind vehicle spaces or parking spaces other than their own?	Y	N



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### DISABLED ACCESS GUIDELINE (see pages 5 – 8):

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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: \_\_\_\_\_

- A. Projects with 1-25 stations: 5 business days to deem an application complete or incomplete, once the application is complete, 20 business days to issue an approval to build.
- B. Project with 26 or more stations: 10 business days to deem an application is complete or incomplete, once application is complete, 40 business days to issue an approval to build.
- *The business days to issue an approval to build only account for time spent pending review and in queue to be issued.*

### **Commercial Applications:**

#### **Electrical Design**

1. The electrical portion of the plans are to be completed, stamped, and/or signed by a California licensed electrical engineer OR California licensed electrical contractor who must also install the work he/she signed off.

Applicants should submit for an electrical permit via our PLUS Online Portal:

Register at: [www.rivcoplus.org](http://www.rivcoplus.org).

Application: [Master Online Application](#)

Submit to: [www.rctlma.org/building](http://www.rctlma.org/building).

Having trouble? Please contact [PlusAssist@rivco.org](mailto:PlusAssist@rivco.org).



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### **DISABLED ACCESS GUIDELINE:**

Advisory to Owners and their agents: [AB 3002 Notice: Disability Access Requirements and Resources](#)

EVCS are not considered parking spaces by the code. The accessibility provisions for parking spaces do not apply to EVCS. In addition, the required accessible parking spaces shall not double as required EVCS. 11B-208.1.

### **Required Number of Accessible EVCS**

Where EVCS are provided for public use or common use, accessible EVCS shall be provided in accordance with the table below. (11B-228.3.1) (11B228.3.2) (11B-228.3.2.1)

### **Electric Vehicle Charging Stations for Public Use and Common Use**

Total Number of EVCS at a Facility	Minimum Number (by type) of Accessible EVCS Required		
	Van Accessible	Standard Accessible	Ambulatory
1 to 4	1	0	0
5 to 25	1	1	0
26 to 50	1	1	1
51 to 75	1	2	2
76 to 100	1	3	3
101 and over	1, plus 1 for each 300, or fraction thereof, over 100	3, plus 1 for each 60, or fraction thereof, over 100	3, plus 1 for each 50 or fraction thereof, over 100

1. Where an EV charger can simultaneously charge more than one vehicle, the number of EVCS provided shall be considered equivalent to the number of electric vehicles that can be simultaneously charged.

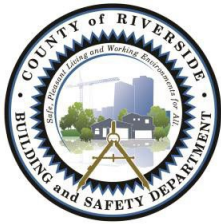
### **Existing Facilities**

Where new EVCS are added to a facility with existing EVCS, accessibility requirements shall apply only to the new EVCS installed. Alterations to existing EVCS shall comply with this section. (11B-228.3.1.1)

Where new EVCS are installed in facilities with existing EVCS, the "Total Number of EVCS at a Facility" in the table below shall include both existing and new EVCS. (11B-228.3.2.1)

### **Multiple EVCS Facilities on a Site**

Where EVCS are provided in more than one facility on a site, the number of accessible EVCS provided on the site shall be calculated according to the number required for each facility. (11B-228.3.2).



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### Public Housing Facilities

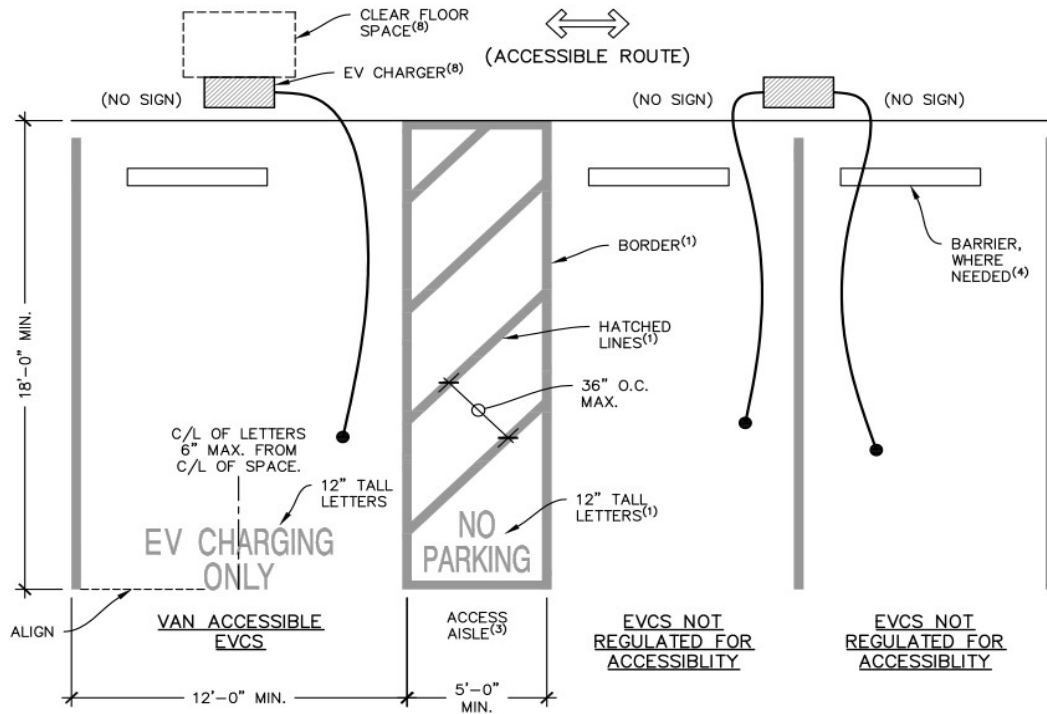
In public housing facilities, EVCS intended for use by an EV owner or operator at their residence shall not be required to comply with accessibility requirements. (11B-228.3.2, Exception 2)

### EVCS Locations

Accessible EVCS that serve a particular building or facility shall be located on an accessible route to an accessible entrance. (11B-812.5.1) (11B-812.5.1) Where EVCS do not serve a particular building or facility, accessible EVCS shall be located on an accessible route to an accessible pedestrian entrance of the EV charging facility. (11B-812.5.1) (11B-812.5.1)

Vehicle spaces and access aisles shall be designed so that persons using them are not required to travel behind vehicle spaces or parking spaces other than the vehicle space in which their vehicle has been left to charge. (11B-812.5.4)

### EVCS Plan Examples



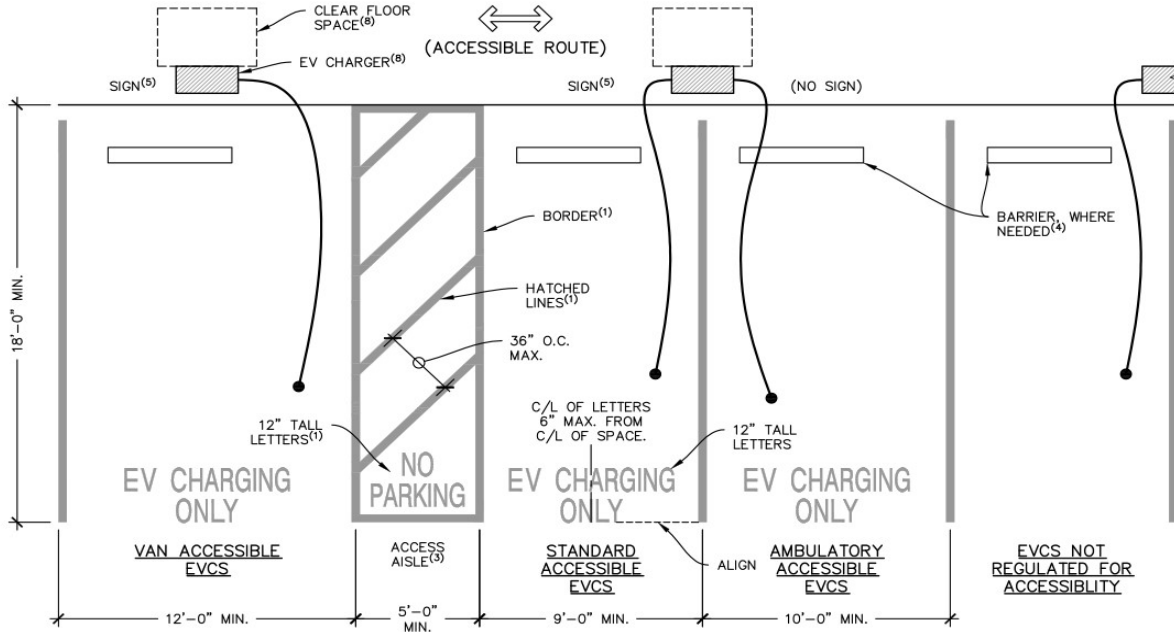
**ELECTRIC VEHICLE CHARGING STATION  
(1 - 4 SPACES)**



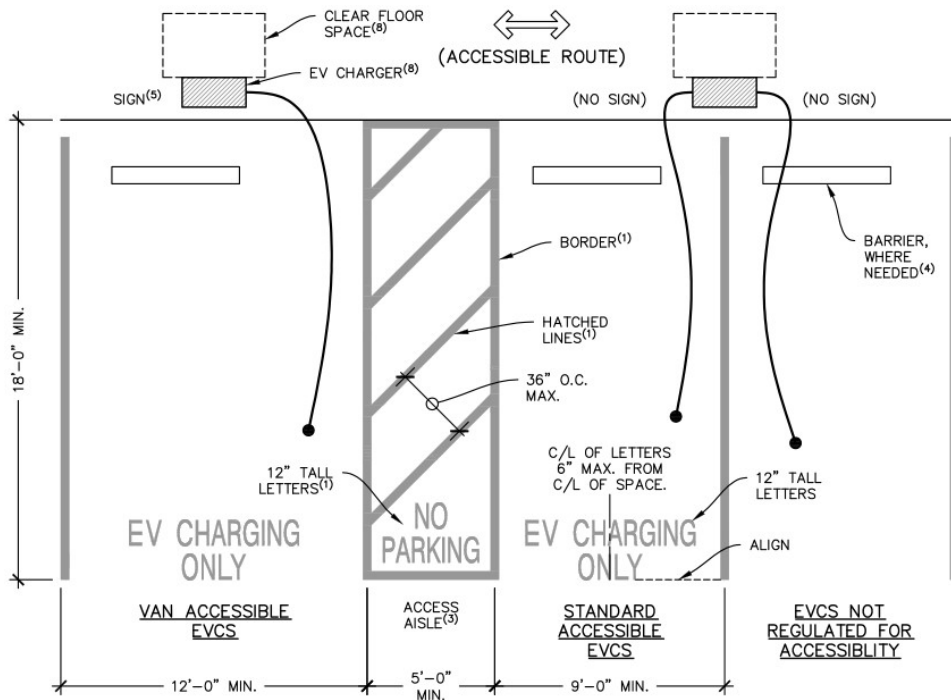
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### ELECTRIC VEHICLE CHARGING STATION (26 - 50 SPACES)



### ELECTRIC VEHICLE CHARGING STATION (5 - 25 SPACES)



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1. THE COLOR OF BORDER LINES, HATCHED LINES, AND LETTERS SHALL CONTRAST THE SURFACE OF THE ACCESS AISLE. THE BLUE COLOR REQUIRED FOR ACCESSIBLE PARKING SHALL NOT BE USED.
2. ACCESS AISLES SHALL BE AT THE SAME LEVEL AS THE VEHICLE SPACE THEY SERVE. THE SLOPE OF VEHICLE SPACES AND ACCESS AISLES SHALL NOT EXCEED 1:48 (2%). CHANGES IN LEVEL AND DETECTABLE WARNINGS SHALL NOT BE PERMITTED IN VEHICLE SPACES AND ACCESS AISLES. ACCESS AISLES SHALL NOT OVERLAP THE VEHICULAR WAY.
3. ACCESS AISLES SHALL BE ON THE PASSENGER SIDE OF VAN ACCESSIBLE SPACES. ACCESS AISLES ARE PERMITTED ON EITHER SIDE OF STANDARD SPACES. ACCESS AISLES SHALL EXTEND THE FULL REQUIRED LENGTH OF THE SPACES THEY SERVE.
4. A CURB, WHEEL STOP, BOLLARDS, OR OTHER BARRIER SHALL BE PROVIDED IF REQUIRED TO PREVENT ENCROACHMENT OF VEHICLES OVER THE REQUIRED CLEAR WIDTH OF ACCESSIBLE ROUTES.
5. SIGNS SHALL BE PERMANENTLY POSTED EITHER IMMEDIATELY ADJACENT TO THE VEHICLE SPACE OR WITHIN THE PROJECTED VEHICLE SPACE WIDTH AT THE HEAD END OF THE VEHICLE SPACE. SIGNS MAY ALSO BE PERMANENTLY POSTED ON A WALL AT THE INTERIOR END OF THE VEHICLE SPACE.
6. WHERE VEHICLE SPACES AND ACCESS AISLES ARE MARKED WITH LINES, MEASUREMENTS SHALL BE MADE TO THE CENTERLINE OF THE MARKINGS. WHEN NOT ADJACENT TO ANOTHER VEHICLE SPACE, PARKING SPACE, OR ACCESS AISLE, MEASUREMENTS MAY INCLUDE THE FULL WIDTH OF THE MARKING.
7. VEHICLE SPACES, ACCESS AISLES AND VEHICULAR ROUTES SERVING THEM SHALL PROVIDE A VERTICAL CLEARANCE OF 98" MINIMUM.
8. EV CHARGES SHALL HAVE ACCESSIBLE OPERABLE PARTS.