

OTC ELECTRICAL PERMIT



CITY OF HEMET DEPARTMENT OF LIFE SAFETY

PERMITTING REQUIRMENTS FOR ELECTRIC VEHICLE CHARGING STATION

RESIDENTIAL EV CHARGING STATIONS:

Required Documents to issue Permit Over The Counter (OTC):

- Application
- Site/Plot Plan
- Owner Letter of Authorization or Owner Signed Contract
- Scope of Work & Location of Installtion
- Manufacturer Specifications/Installation Instructions
- **Planning Approval if located on Exterior**

EV Charger Over the Counter Installation Guidelines:

In most cases, you or your contractor merely needs to fill-in the blanks on this document, attach the manufacturer's installation instructions and charger specifications and submit it to the Building and Safety Division for an over-the-counter review and permit issuance.

There are two levels of Electric Vehicle (EV) charging system for single family residence (one- and two-family dwellings) installations: Level 1 (120 VAC, 15/20 A) and Level 2 (240 VAC, 40A). An electrical permit is required for all EV charging systems installed in a single family residence (SFR). Permits may be obtained over-the-counter for EV charging system installations.

If all of the information is provided and the proposal complies with the applicable codes, the review and approval process can be done over the counter. Once the permit is issued, the installation may begin.

When the installation is complete an inspection of the work will be scheduled with the Building Inspector upon request. Inspections are typically performed on the work day following your request for inspection. Keep in mind that someone will need to be present during the inspection so that the Building Inspector can access the location of the EV Charger (typically in the garage). Please note that an electrical load calculation sheet and manufacturer's installation guidelines (See attached hand-out on pages 3 & 4), will be reviewed by the City's Building Permit Counter staff prior to permit issuance. Electrical panel upgrades and electrical wiring shall be in conformance with the current edition of the California Electrical Code (CEC) and be approved prior to building permit issuance.

The following information is required to be shown on the Site Plan and be submitted for review:

1. Specify the type of EV charging system: Level 1 or Level 2. Provide the UL listing number, or the listing number of another approved nationally recognized testing laboratory, in compliance with UL2202: "Standard for Electric Vehicle Charging System Equipment".
2. Specify the panel rating of the existing electrical service (e.g. 200 amp services) at the residence. Indicate the EV charging system load and circuit size.
3. Specify the proposed location of the EV charging system. EV charging system equipment shall be installed in accordance with manufacturer's written guidelines and shall be suitable for its intended location (indoor/outdoor).



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EV Charging Station-Residential

ELECTRICAL VEHICLE CHARGING SYSTEM INSTALLED IN SINGLE FAMILY RESIDENCE

PLAN REVIEW and PERMITTING REQUIRMENTS

(No Planning Review Required unless located on exterior of Strucure)

THIS SECTION TO BE COMPLETED AT THE PERMIT COUNTER BY THE INSTALLING CONTRACTOR

Equipment & Project information:

Site Address: _____

Permit Number: _____

Manufacture's Name: _____

Unit Serial Number: _____

Unit Model Number: _____

Installation Contractor: _____

Contractor's Contact Information: _____

Site plan with location of EV unit: _____ yes no

Manufacturer installation guide attached to site/floor
plan yes no

Electrical Requirements*:

Size of Existing Service? _____ AMPS

New Service Requirements:

Dedicated Electrical Circuit? yes no

Minimum Circuit Ampacity Rating? yes no

Outlet installed within 12" of the unit? _____ AMPS

Installation Requirements: yes no

Location of Unit Indoors Outdoors

Setback from Property Line _____ ft

Unit is protected from rain yes no

Vehicle Protection Required? yes no

How is protection accomplished? Include on Plot/Site Plan scope of work if Outdoors

***Please specify on Application/Scope of work if a Main Panel Upgrade will be required for installation, as this is a separate permitting charge from the EV Charger permit installation.**

Inspection Process:

1. Final**
 - a. Installation
 - b. Penetrations
 - c. Amp/Volt Ratings
 - d. Circuits added or relocated