



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
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## COUNTY OF MENDOCINO RESIDENTIAL AND NON-RESIDENTIAL CHECKLIST FOR PERMITTING ELECTRIC VEHICLES

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.

This checklist substantially follows the “*Plug-In Electric Vehicle Infrastructure Permitting Checklist*” contained in the *Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook”* and is purposed to augment the guidebook’s checklist.

Job Address:	Permit No.
<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (Apartment) <input type="checkbox"/> Multi-Family (Condominium) <input type="checkbox"/> Commercial (Single Business) <input type="checkbox"/> Commercial (Multi-Businesses) <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Public Right-of-Way	
Location and Number of EVSE to be Installed:  Garage _____    Parking Level(s) _____    Parking Lot _____    Street Curb _____	
Description of Work:	
Applicant Name:	
Applicant Phone & email:	

Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: <input type="checkbox"/> Level 1 (120V) <input type="checkbox"/> Level 2 (240V) <input type="checkbox"/> Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other _____	

System Voltage: <input type="checkbox"/> 120/240V, 1 $\phi$ , 3W <input type="checkbox"/> 120/208V, 3 $\phi$ , 4W <input type="checkbox"/> 120/240V, 3 $\phi$ , 4W <input type="checkbox"/> 277/480V, 3 $\phi$ , 4W <input type="checkbox"/> 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. <i>(or verify with Inspector in field)</i>

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:
<ul style="list-style-type: none"> <li>• Connected Load of Existing Panel Supplying EVSE = _____ Amps</li> </ul>

<ul style="list-style-type: none"> <li>• Calculated Load of Existing Panel Supplying EVSE = _____ Amps</li> </ul>
<ul style="list-style-type: none"> <li>• Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps (Provide Demand Load Reading from Electric Utility)</li> </ul>
<p>Total Load (Existing plus EVSE Load) = _____ Amps</p>
<p><i>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” <a href="https://www.opr.ca.gov">https://www.opr.ca.gov</a></i></p>

<p>EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity of EVSE Conductor = # _____ AWG</p>
<p>For Single-Family: Size of Existing Service Conductors = # _____ AWG or kcmil  - or - : Size of Existing Feeder Conductor  Supplying EVSE Panel = # _____ AWG or kcmil  <i>(or Verify with Inspector in field)</i></p>

Is the EVCS subject to approval of a Home Owner's Association or similr entity?

Yes                       No

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: \_\_\_\_\_



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## **BUILDING PERMIT APPLICATION CHECKLIST**

### **Minimum required documents to submit for Building Permit:**

- 1 permit application with all fields and applicable declaration(s) completed (double sided); 1 copy of the Checklist for Permitting Electric Vehicles
- 1 copy of an 8 ½" x 11" plot/site plan with all applicable information
- 3 copies of construction (Building or Grading) plans

### **Other documents that may be required for submittal OR prior to permit issuance:**

- 2 copies of engineering calculations with "wet" signature
- 1 copy of approved Cal Fire application and conditions of approval
- 1 copy of Fire Department approval (local responsibility areas)
- 1 copy of Air Quality approval
- 1 copy of "Class K" wavier form completed
- 1 copy of current recorded deed
- 1 copy of MS4 handout (if in MS4 area)
- 1 copy of agent authorization form completed by property owner



Planning and Building Services  
**BUILDING PERMIT APPLICATION**

Permit # \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

(Office Use Only)

Only property owners, licensed contractors or agents with written authorization may obtain permits.

MARK ALL THAT APPLY	1. <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> INDUSTRIAL
	2. <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Replace <input type="checkbox"/> Demolition
	3. <input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Grading <input type="checkbox"/> Window Change <input type="checkbox"/> Reroof w/Sheathing <input type="checkbox"/> Electrical <input type="checkbox"/> EV Charging Station <input type="checkbox"/> 2-4 Unit Residential <input type="checkbox"/> Manufactured <input type="checkbox"/> Fire Repair <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Photovoltaic <input type="checkbox"/> Class K <input type="checkbox"/> Other: _____ <input type="checkbox"/> 5+ Unit Residential <input type="checkbox"/> Modular <input type="checkbox"/> Garage/Storage <input type="checkbox"/> Siding <input type="checkbox"/> Mechanical <input type="checkbox"/> Ag Exempt <input type="checkbox"/> Second Residence <input type="checkbox"/> Foundation Only <input type="checkbox"/> Deck/Patio Cover <input type="checkbox"/> Reroof <input type="checkbox"/> Plumbing <input type="checkbox"/> Occupancy Change

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Driving Directions: \_\_\_\_\_

Complete scope of work: \_\_\_\_\_

Valuation: \$ \_\_\_\_\_

	Existing	Proposed	
<u>Residential</u>			<u>Grading</u> <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Living Area		sf	Cut _____ (cy) Fill _____ (cy) Slope _____
<input type="checkbox"/> Garage/Storage		sf	Area of disturbance _____ (sf)
<input type="checkbox"/> Deck		sf	<u>Utilities</u>
<input type="checkbox"/> Porch		sf	<input type="checkbox"/> Well <input type="checkbox"/> Septic <input type="checkbox"/> Public: _____
<input type="checkbox"/> Carport		sf	<u>Will you or your contractor perform any of the following?</u>
<input type="checkbox"/> Remodel		sf	<input type="checkbox"/> Construct/upgrade a fence?
<input type="checkbox"/> Other: _____		sf	<input type="checkbox"/> Construct/upgrade driveway?
<u>Commercial/Industrial</u>			<input type="checkbox"/> Construct new road or upgrade an existing approach?
<input type="checkbox"/> Office		sf	<input type="checkbox"/> Install/replace culvert in roadside ditch?
<input type="checkbox"/> Medical		sf	<input type="checkbox"/> Install utilities/services in County Right-of-Way?
<input type="checkbox"/> Retail		sf	<input type="checkbox"/> Trim/remove any trees within County Right-of-Way?
<input type="checkbox"/> Restaurant		sf	<input type="checkbox"/> Will not be performing any of the above actions.
<input type="checkbox"/> Warehouse		sf	<u>Are there any other buildings on the site? If so, please describe:</u>
<input type="checkbox"/> Other: _____		sf	_____
<u>Agricultural</u>			<u>Are there any other adjoining properties owned? If so, list APN's:</u>
<input type="checkbox"/> Other: _____		sf	_____
Size of Structure: _____ sf			_____
Total # of Bedrooms: _____ Existing _____ Proposed			_____
If Mobile Home, Year: _____ Make: _____			_____
Model: _____ Serial #: _____			_____

**Applicant Information:** Please check the appropriate box for the primary contact

- PROPERTY OWNER  AGENT  CONTRACTOR  
 OWNER/BUILDER? \*Proof of Ownership will be required

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ License # & Class: \_\_\_\_\_

Waste Management-Recycling Plan

- Yes -I understand that a Construction Waste Management Plan is required for all construction permits of 1,000 sf or more and all demolition permits. 50% diversion of your waste may be required.

**LICENSED CONTRACTOR DECLARATION:** I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

**OWNER/BUILDER DECLARATION:** I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I, as owner of the property, or my employees with wages as their sole compensation, will do ( ) all of OR ( ) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I am exempt from licensure under the Contractors' State License Law for the following reason: \_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

**WORKER S' COMPENSATION DECLARATION:** *Please read carefully and check the applicable statement below:*

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Carrier \_\_\_\_\_ Policy No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Agent \_\_\_\_\_ Phone Number \_\_\_\_\_

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy Number \_\_\_\_\_

**CONSTRUCTION LENDING AGENCY:**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).  N/A

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

By my signature below, I certify to the following: I am ( ) a California licensed contractor or ( ) the property owner\* or ( ) authorized to act on the property owner's behalf\*\*. I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

**TIME LIMITATIONS OF APPLICATION:** *An application for a permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued. The destruction of documents may occur 180 days after application expiration date.*

Date: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

\* Requires Separate Owner Verification

\*\*Requires Separate Agent Authorization Form