CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-037

Express Permit Checklist for Multi-Family EVCS

This Express Permit Checklist (Checklist) applies to minor construction work to install an electrical vehicle charging station (EVCS) and related equipment to existing multi-family (3 or more units) dwelling buildings. This Checklist is intended to be a simple check to demonstrate reasonable assurance that the design and installation of EV chargers complies with the 2022 Edition of the California Electrical Code (CEC), California Building Code (CBC), California Fire Code (CFC), and California Green Building Standards Code (CGBSC). If a project meets the criteria on this Checklist (all boxes are marked as "Y"), then the need for a formal plan review submittal MAY be avoided and a streamlined permit issuance process may be granted. Refer to Information Bulletin IB-049 Permitting Process for EVCS for additional information.

The following words and terms used in this form are defined in the CBC Chapter 2, CGBSC Chapter 2, and/or CEC Article 625. They shall have the following meaning:

Electric Vehicle (EV) Charger. Off-board charging equipment used to charge an EV.

Electric Vehicle Charging Space (EV Space). A space intended for future installation of EV charging equipment and charging of EVs.

Electric Vehicle Charging Station (EVCS). One or more EV Spaces served by EV Charger(s) or other charging equipment allowing charging of EVs. EVCS are not considered parking spaces (for building code purposes).

Electric Vehicle Supply Equipment (EVSE). The conductors, including the ungrounded, grounded, and equipment grounding conductors and the EV connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the EV.

PROJECT INFORMATION

(please check boxes)

1. Please identify the type, location, and quantity of EVSE proposed; identify which electrical panel is providing power; and identify the type of mounting for EVSE.

TYPE OF EVSE		check one
LEVEL 1	110/120 VAC, 15A or 20A	☐
LEVEL 2	208/240 VAC, 20A or 30A	☐
	208/240 VAC, 40A	☐
	208/240 VAC, 50A	☐
	208/240 VAC, 70A	☐

LOCATION	check one
Common Parking Garage	☐
Subterranean Parking	☐
Rooftop Parking	☐
Open/Outdoor Parking Lot	☐
Individual Private Parking Garage	☐

QUANTITY	check one
1 EVSE total	☐
2 EVSE total	☐

POWER SOURCE	check one
Individual Unit Panel	☐
Common Area Panel	☐

TYPE OF MOUNTING	check one
Wall Receptacle	☐
Wall Mount	☐
Pole Mount	☐

GENERAL REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

2. APP-012 Express Electrical Permit Application is completed and attached along with this Checklist that include, but not limited to, the following information: ☐Y ☐N
   - Property address;
   - Name, address, phone number of the property owner; and
   - Name, address, phone number and license number of the person responsible for the EVCS system design and/or installation
3. FORM-028 Plot Plan is completed and attached along with this Checklist that include, but not limited to, the following information: ☐Y ☐N
   - Location of the existing building(s) or structure(s) on the site;
   - Property lines, streets, lot dimensions, north arrow, the distance from property lines to the building(s) or structure(s) and the proposed EVCS location;
   - Location of existing meter, proposed EVSE equipment, existing/new electrical panel, disconnect and overcurrent protection;
   - Identify existing/new electrical panel amperage; show where conduit and/or trenching is/are proposed, and reflects the information contained in this Checklist

PLANNING REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

4. EVCS is not located in a Coastal Zone ☐Y ☐N
5. EVCS is not located in a Historic District or on a qualified historical building or property ☐Y ☐N
6. EVCS will not result in the reduction of existing parking space ☐Y ☐N
7. EVCS will not result in the reduction of existing landscape area if located outdoor ☐Y ☐N

ELECTRICAL REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

8. EVSE will be installed in accordance with CEC 625 for Electric Vehicle Charging System ☐Y ☐N
9. EVSE will be installed in accordance with the Manufacturer's installation guideline, must be suitable for the environment (indoor vs outdoor), and made available for inspection upon request by City Inspector ☐Y ☐N
10. EVSE and related equipment will be UL listed and marked (or other approved Nationally Recognized Testing Laboratory listing and marking) in accordance with UL 2202 and UL 2594 per CBC 406.2.7 ☐Y ☐N
11. Electrical service load calculations will be performed to determine that the electrical panel is adequately sized and has sufficient electrical capacity ☐Y ☐N
12. Electrical panel will have the required breaker slot(s) to accommodate the EVSE installation ☐Y ☐N
13. Each electrical panel support no more than one (1) EVSE installation ☐Y ☐N
14. No additional or upgrade of panel, switchgear, and/or transformer is required or proposed ☐Y ☐N
15. Installation does not include a line side tap downstream of the electrical meter ☐Y ☐N
16. EVSE coupling means will be mounted at a height not less than 18" (indoor use) **OR** 24" (outdoor use) from the finished floor or grade per CEC 625.50, unless specifically instructed otherwise by the Manufacturer's installation guideline ☐Y ☐N
17. EVSE will have sufficient working space (30" wide, 36" depth, 78" high) for safe operation and maintenance per CEC 110.26 ☐Y ☐N
18. Copper wire conductor size will not exceed a length of 75'-0" and comply with the following information shown below per CEC Table 310.15(B)(16) (based on 60ºC, Types TW,UF): ☐Y ☐N
    - Provide #12 AWG conductors for 20A circuit; or
    - Provide #10 AWG conductors for 30A circuit; or
    - Provide #8 AWG conductors for 40A circuit; or
    - Provide #6 AWG conductors for 50A circuit; or
    - Provide #4 AWG conductors for 70A circuit; **AND**
    - Provide a readily accessible disconnecting means in the line of sight of EVSE and capable of being locked in the open position per CEC 625.43 and CEC 110.25
19. Where EVSE is used in an indoor enclosed space, ventilation is not required for EVSE marked by the Manufacturer as "Ventilation Not Required" **OR** EVSE marked by the Manufacturer as "Ventilation Required" will be provided with a ventilation system for intake supply air and vent the exhaust to the outdoor per CEC 625.52 and CBC 406.9.2 ☐Y ☐N
20. Where trenching is required, a min. 18" cover will be provided for direct-buried cables or conductors per CEC Table 300.5 ☐Y ☐N
21. EVSE will be protected by a safety bollard where potential striking may exist per CEC 110.27(B) as determined by the City Inspector; bollard will typically be a min. 40" tall x min. 4" diameter steel pipe ☐Y ☐N

filled with concrete, embedded a min. 24” into a min. 36” deep x 12” diameter concrete footing, and distanced a min 12” from the EVSE

22. Utility provider’s (SCE) notification/approval will be provided/obtained where a new, upgrade, relocated, or dedicated electric meter is required prior to or part of the EVSE installation ☐Y ☐N

FIRE REQUIREMENT **(please check box, Y = Yes or True, N = No or False)**

23. EVCS will be located within an existing parking stall or area and will not obstruct, impede or project into an existing fire vehicular access lane ☐Y ☐N
24. EVSE will be located in such a way that it will not obstruct, impede, reduce or project into an existing path of travel to an exit or exit door ☐Y ☐N

BUILDING REQUIREMENTS **(please check box, Y = Yes or True, N = No or False)**

25. EVCS is not located in a Flood Zone ☐Y ☐N
26. EVSE will be located in such a way that it will not obstruct, impede, reduce or project into an existing accessible path of travel or route ☐Y ☐N
27. EVCS is not serving a public housing or a place of public accommodation (hotel, motel, etc.) ☐Y ☐N
28. EVCS stall dimensions (except EVCS located within an individual private garage/carport) will be min. 18’-0” length and min. 9’-0” width per CBC 406.2.7 and CGBSC 4.106.4.2.2 ☐Y ☐N

Complete and submit the APP-012 Express Electrical Permit Application and FORM-028 Plot Plan to the Building and Safety Bureau to begin the express permit issuance process. Refer to Information Bulletin IB-049 Permitting Process for EVCS and Information Bulletin IB-058 Express Permit Service and for additional information.

ACKNOWLEDGMENT STATEMENT

I/We, the undersigned contractor(s)/installer(s) responsible for the design and installation of an EVSE, understand that the permit will be issued based upon the checked “Y” and completing the required information to all of the above questions. I/We understand that if any questions are checked “N” or incomplete information to all of the above questions, I/We will revise the design to fit the criteria of this Checklist; otherwise the permit application may be required to go through the standard plan review process. I/We acknowledge that the construction documents, which are neither reviewed nor approved by the City, reflect the criteria of this Checklist. I/We assume all risk/responsibility if the installation of the work deviates from this Checklist and will strictly adhere to all code requirements and make the necessary changes to the installation. I/We understand that this permit conveys no vested rights in the event a conflict with any codes, local ordinances, and state laws are later identified as part of the inspection process. We further understand that any correction, removal or change of any portion of the installation will be done at the sole expense/liability of the contractor(s)/installer(s).

Job Address:_____ Permit #:_____

Permittee:_____ License # & Class:_____

Signature:_____ Date:_____ Phone #:_____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.