

Solano EV Transition

Permitting and Inspection Checklist Template (DRAFT)

✓	ACTION	NOTES
Pre-installation		
	Identify electric vehicle model and obtain charging equipment manufacturer specifications	
	Verify vehicle will fit completely on property while charging	
	Assess electrical system capacity and determine if upgrades (including new dedicated circuits) are needed	
	Contact electric utility to notify planned installation, consult on necessary upgrades, and discuss charging level, meter, and rate options	Visit PG&E EVCS installation website or call PG&E at 877-743-7782
Permit Application		
	Submit site plan with property lines, garage or parking space dimensions, and clearances of proposed charging system location including location of additional meter, if applicable	
	Submit one-line diagram showing (1) location of new and existing meter/sub meter and charger controller; (2) wire sizing and routing	
	Provide manufacturer installation details and specifications for the electrical supply charging unit	
	Provide information from the manufacturer indicating whether or not ventilation is required, label plans accordingly and provide mechanical ventilation, if required	
	Complete the Electrical Load Calculation Worksheet and provide load calculation of electrical service; include the electrical load required to charge the vehicle at 125%	
	Note the voltage (120V or 240V) and ampacities of the vehicle charger	
	List or label all supply equipment	
	Pay permit fees	[List any standardized fees]

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Installation		
	Meet all code requirements (Article 625 Electric Vehicle Charging System)	<p>Requirements include: Coupling means of electric vehicle supply equipment shall be stored or located at a height of not less than 18” and not more than 48” above the floor level.</p> <p>Electric vehicle supply equipment rated 125 volt, 15 or 20 amp may be cord and plug connected; all other EV supply equipment shall be permanently connected and fastened in place</p> <p>If both 120V and 240V circuits are desired to be monitored by the electric vehicle meter, a meter distribution will be required</p>
Inspection		
	Schedule inspection(s)	For standard residential installations, one inspection after installation is typically sufficient; more complex projects may require multiple inspections at points before wiring and final installation