



CITY OF DIXON  
600 EAST A ST.  
DIXON, CA 95620-3697  
PHONE (707) 678-7000

Building Info [Building@cityofdixonca.gov](mailto:Building@cityofdixonca.gov)

## EVSE Streamlined Permitting AB1236 AB970

### Residential and Non-Residential Checklist for Permitting and Installation of Electric Vehicle Service Equipment (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 deemed 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.

One complete deficiency notice will be issued as needed for plan corrections.

### Expedited Permitting Process for Electric Vehicle Charging Stations

**Purpose:** This document provides all of the needed links to forms and checklists necessary to utilize Permit Expedited Permitting Process for Electric Vehicle Charging Stations (EVCS). This process provides an expedited and streamlined permitting process for qualifying EVCS systems. Once all of the documentation is correctly and fully completed and submitted, a permit will be processed and approved for issuance in a timely manner (usually 1 to 3 business days).

# Instructions:

**Step 1** Download, review and complete the Electric Vehicle Charging Stations (EVCS) Checklist below (pages 3 and 4). Submit all information requested on the checklist. See step 3 below

## ONLINE PERMIT SUBMITTAL – PLEASE READ BELOW

To submit through the Dixon Civic Access Portal please go to [City of Dixon, CA](#) and log-in or create an account. You can find information and guidance here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#) to help with our online permit process.

**Step 2** Fully complete and sign a City of Dixon Building Permit Application . Electronic signature is acceptable. <https://www.cityofdixon.us/media/CommunityDevelopment/Building/Forms/DixonBuildingPermitApplication-Fillable.pdf>. An application will not be required when applying through the online permit portal.

**Step 3** Submit all of the required documentation (Step 1 and Step 2) as required. If not applying through the Civic Access Portal then all required documents will need to be emailed to [buildingdivision@cityofdixonca.gov](mailto:buildingdivision@cityofdixonca.gov). The building department will notify you when the documents have been reviewed, approved and the permit is ready to be issued.

## Additional Information to Complete the EVSE Permitting Process

### Plan Review

Permit applications eligible for the expedited permitting process will receive a high priority and be reviewed as early as practical with a processing goal of 1 to 3 business days following receipt of the submittal.

### Inspections

Once all permits to construct the EVCS have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the City of Dixon automated scheduling system at (707) 678-7005. Inspection requests shall be received before 3.00 pm to be scheduled for the following business day.

Permit holders must provide the inspector with the Building Department Approved Job Plans, the Building Permit Card and access to the location of the work. The permittee must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and the approved plans.

### Building Division Contact Information

For additional information regarding the City of Dixon Building Division and applying for EVSE/EV Chargers, please consult our departmental website at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#) or contact the Building Division at (707) 678-7005 opt 2 or [Building@cityofdixonca.gov](mailto:Building@cityofdixonca.gov)

# EVSE Checklist

- ☐ Completed building permit application
- ☐ Three copies of site plan
- ☐ Three copies of electrical plan
- ☐ Equipment manufacturer's installation instructions
- ☐ Complete information below

Job Address \_\_\_\_\_

## Use of Building or Area

- ☐ Single Family      ☐ Multi-Family (Apartment)      ☐ Multi-Family (Condominium)
- ☐ Commercial (Single-Business)      ☐ Commercial (Multi-Businesses)
- ☐ Mixed-Use      ☐ Public Right-of-Way

## Location and Quantity of EVSE to be Installed:

Garage \_\_\_\_\_ Parking Levels \_\_\_\_\_ Parking Lot \_\_\_\_\_ Street Curb \_\_\_\_\_

## Description of Work

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## Applicant Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Contractor Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

License Number \_\_\_\_\_ Classification \_\_\_\_\_

## Owner Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## EVSE Specifications

EVSE Charging Level: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)

Maximum Rating (Nameplate) of EVSE = \_\_\_\_\_ kW

Voltage EVSE = \_\_\_\_\_ V Manufacturer of EVSE: \_\_\_\_\_

Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other \_\_\_\_\_

### Electrical Systems Specifications

Voltage: ☐ 120/240V, 1 $\phi$ , 3W ☐ 120/208V, 3 $\phi$ , 4W ☐ 120/240V, 3 $\phi$ , 4W

☐ 277/480V, 3 $\phi$ , 4W ☐ 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.

*(or verify with Inspector in field)*

### Electrical System Load Calculation

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

- Connected Load of Existing Panel Supplying EVSE = \_\_\_\_\_ Amps
- Calculated Load of Existing Panel Supplying EVSE = \_\_\_\_\_ Amps
- Demand Load of Existing Panel or Service Supplying EVSE = \_\_\_\_\_ Amps

*(Provide Demand Load Reading from Electric Utility)*

Total Load (Existing plus EVSE Load) = \_\_\_\_\_ Amps

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"*

<http://www.opr.ca.gov>

### EVSE Electrical Supply Conductor Sizing Calculation

EVSE Rating \_\_\_\_\_ Amps x 1.25 = \_\_\_\_\_ Amps = Minimum Ampacity

Of EVSE Conductor = # \_\_\_\_\_ AWG

For Single-Family: Size of Existing Service Conductors = # \_\_\_\_\_ AWG or kcmil

OR

Size of Existing Feeder Conductor Supplying EVSE Panel = # \_\_\_\_\_ AWG or kcmil

OR

*(Verify with Inspector in field)*

### **EVSE Location and Metering**

Proposed EVSE location may not be located over any underground utility facilities, equipment, and/or infrastructure. Also, dedicated meter may be required on any EVSE.

**Plan Review** Permit applications must be submitted to Dixon City Hall in person at 600 E A Street Dixon, Ca 95620. or electronically through e-mail [Buildingdivision@cityofdixon.us](mailto:Buildingdivision@cityofdixon.us). Permit applications eligible for the expedited permitting process will receive a high priority and be reviewed as early as practical with a processing goal of 1 to 3 business days following receipt of the submittal.

**Inspections** Once all permits to construct the EVCS have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by the Dixon automated scheduling system at (707) 678-7005. Inspection requests received before 3.00 pm will be scheduled for the following business day. Permit holders must provide the inspector with the Building Department Approved Job Plans, the Building Permit Inspection Record Card and access to the location of the work. The permittee must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and the approved plans.

**Departmental Contact Information** For additional information regarding the building division, please consult our departmental website [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

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### **Signature**

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. I also acknowledge that nothing herein shall modify or remove my obligation as a permit applicant, owner, or operator of an electric vehicle charging station to comply with any electric utility's reasonable and feasible safety, reliability, and engineering interconnection policies. \*\*I will ensure that a copy of the equipment specifications and installation guide will be available to the inspector at the time of inspection.

Signature of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_