



**TOWN OF LOS GATOS**

**ELECTRIC VEHICLE CHARGING STATION SUBMITTAL REQUIREMENTS**

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In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** Incomplete submittals will not be accepted. **A plan check fee will be required at submittal.** Plans should be 8" x 11½ " minimum size and 30" x 42" maximum size. Please submit four (4) sets for commercial and three (3) sets for residential:

**1. General**

- Complete the Town of Los Gatos Building Permit application form.
- Blueprint For a Clean Bay* sheet must be the second page of the two wet stamped sets (available at the Building Counter at [www.losgatosca.gov/building](http://www.losgatosca.gov/building)).
- Cover sheet information. List the 2016 California Building, Electrical, Fire, and the 2016 California Energy Codes, the 2016 California Residential Code, the 2016 California Green Building Code, the building construction type, occupancy class, sheet index, and concise scope of work.

**2. Architectural**

- Floor Plan. Location of the existing building, location of all EV Charge Station(s), electrical service, disconnects, the existing premise wiring electrode. Panel upgrade and electrical wiring shall be in conformance with the 2016 California Green Building Code Section 5.106.5.3, and Article 625 of the 2016 California Electrical Code.

**3. Electrical**

- Manufacturer's installation instructions. EV charging system information: EVSE system with UL listed number or other approved nationally recognized testing laboratory, in compliance with UL2202, "Standard for Electric Vehicle (EV) Charging System Equipment."
- The size and amperage, circuits to be energized, subpanels, and line diagram.
- Include load calculations per NEC Article 220 for service under 200 amps.
- The method of securing the charging station should be specified.
- Identify if a second electric meter is required to be installed because of electric utility rate for EV charging.

**Please note:** Permits can only be issued to a Homeowner or a Licensed Contractor.

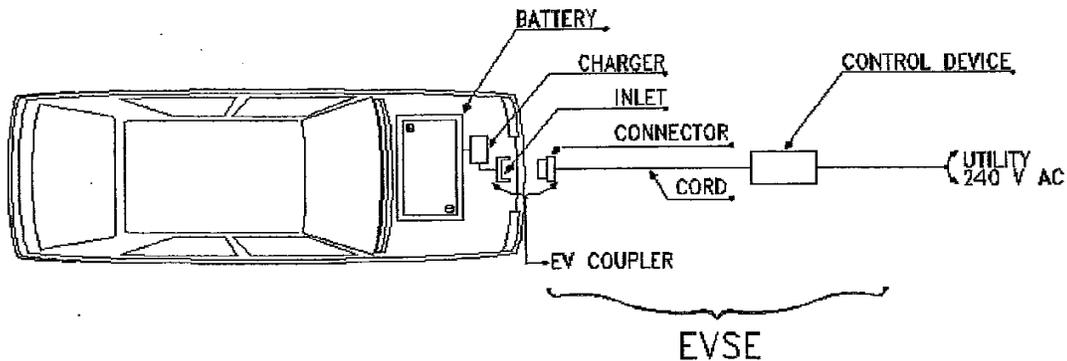
***I have read the above information and have submitted all the required information.***

**Signature:** \_\_\_\_\_

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

***(over for samples)***

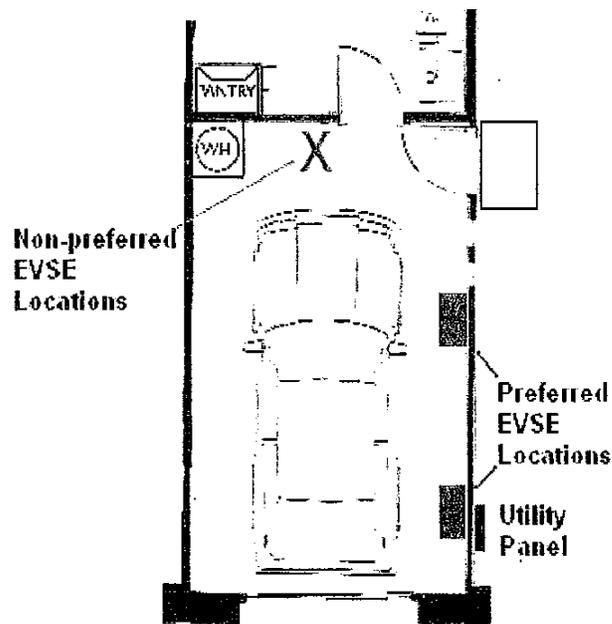
**EV Sample Charging System:**



Electric Vehicle Supply Equipment (EVSE) consists of the connector, cord, and interface to utility power. Currently the interface between the EVSE and utility power will be directly hard-wired to the control device, and each automaker has its own EVSE design. Around the end of 2010, a single design called the J1772 Standard EV coupler will be available. J1772 will be applicable for all electric vehicles.

There are 2 levels of charging system for SFR – Level 1 (120 VAC, 15/20 A) and Level 2 (240 VAC, 40A). Level 2 is most likely be used because of less time to charge the vehicle.

EVSE shall be installed in accordance with manufacturer’s guideline and must be suitable for the environment (indoor/outdoor).



**Installation Requirements:**

- Mount the connector at a height between 36" and 48" from the ground (NEC 625.29) unless otherwise indicated by the manufacturer
- Install wall or pole-mount stations and enclosures at a height between 36" and 48"
- Ensure sufficient space exists around electrical equipment for safe operation and maintenance (NEC 110.26); required space is 30" wide, 3' deep and 6' 6" high
- Minimize tripping hazards and utilize cord management technologies when possible
- Equipment operating above 50 volts must be protected against physical damage (NEC 110.27)
- EVSA must be located such that ADA routes maintain a pathway of 36" at all times
- For EVSA greater than 60 amperes, a separate disconnect is required (NEC 625.23) and should be installed concurrently with conduit and visible from the EVSE
- Charging stations require a neutral line and a ground line and equipment is considered to be a continuous load
- Conductors should be sized to support 125% of the rated equipment load (NEC 625.21)