



CITY OF LOS ALAMITOS

BUILDING AND SAFETY
 3191 Katella Avenue
 Los Alamitos, CA 90720
 (562) 431-3538

RESIDENTIAL ELECTRICAL VEHICLE CHARGING STATIONS EXPEDITED REVIEW ELIGIBILITY CHECKLIST

GENERAL

The purpose of this checklist is to determine eligibility and clarify the minimum building code requirements when preparing plans and documents for expedited plan review of EV charging stations.

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	<input type="checkbox"/>
Level 2 – 3.3 kilowatt (Kw) (Low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 19.2 Kw (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (provide detail): _____	Provide rating: _____	<input type="checkbox"/>

Permit Application Requirements:

A. 3 sets of plans on 11" x 17" or larger sheets. Site address and designer's name and contact information on all sheets.	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Title Sheet with scope of work description, applicable building codes and standards.	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Site or Floor Plan showing location, type and mounting height of proposed EVCS, existing and new service panels and sub-panel (show amperage).	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Single-Line Diagram and Panel Schedule. Show size and type of conductors, raceway and circuit breaker(s).	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. Show existing/ new lighting switches and other equipment in garage to avoid tripping hazard from EV charging cords.	<input type="checkbox"/> Y	<input type="checkbox"/> N
F. Electrical Service Load Calculations per CEC 220. EVCS charging circuit shall be sized for a continuous load of 125%.	<input type="checkbox"/> Y	<input type="checkbox"/> N
G. EVCS Manufacture Installation Details and Specifications.	<input type="checkbox"/> Y	<input type="checkbox"/> N

Project Address: _____

Applicant Signature: _____

Applicant's Printed Name/Date: _____

INSTRUCTIONS

Information provide in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

This checklist is intended for an expedited EVCS permitting process. Submit electronically on the City's website, or submit (3) sets of hard-copy plans minimum 11" x 17" or larger. To submit electronic plans on the City's website you must submit a permit application online and upload plans through the [Permit Center](#) (Provided by CityTech Solutions). Please complete this form by checking the appropriate boxes based on information presented on the plans and supporting documentation. If any items are checked "NO", please revise plans to comply with the eligibility checklist. Otherwise, the permit application may go through the standard plan review and approval process.

In most cases, expedited plan review will be performed over the counter during code consultation hours or it may take up to 10 business days to complete expedited review for large and/or complex projects. Plan check staff will determine eligibility for over the counter expedited review at the time of building permit application.

PERMIT FEES

Permit fees will be in accordance with current Adopted Fee Schedule.

INSPECTION PROCEDURES

One inspection is required after the new wiring and charger unit is installed. However, additional inspections may be required depending on the scope of work. The building inspector will let you know if there are additional inspections. For each inspection, the Permit Card and Approved Job Copy of the Drawings must be presented to the inspector. The manufacture's installation guidelines shall be available for the building inspector at the job site during the inspection as well. A representative of the installing contractor must be onsite for all inspections.

Permits expire one year after issuance or 180 days after last inspection passed, whichever is the latest.

To schedule an inspection, visit the Building and Safety Online Inspection Request at <https://cityoflosalamitos.org/412/Building-Safety> or contact the Building Department at (562) 431-3538 Ext. 302.