



## NON-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 in compliance with Sunnyvale Municipal Code Chapter [16.070.030](#) and Government Code Section [65850.7](#), as amended by [AB1236](#) in 2015 and [AB970](#) in 2021.

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	
Level 2 – 3.3 kilowatt (Kw) (Low)	208/240 VAC at 20 or 30 Amps	
Level 2 – 6.6 kW (medium)	208/240 VAC at 40 Amps	
Level 2 – 9.6 kW (high)	208/240 VAC at 50 Amps	
Level 2 – 19.2 Kw (highest)	208/240 VAC at 100 Amps	
Other (provide detail): _____	Provide rating: _____	

### Permit Application Requirements:

	Yes	No
A. Does the application include EVCS manufacture’s specs and installation guidelines?		

### Electrical Load Calculation Worksheet:

	Yes	No
A. Is an electrical load calculation worksheet included? <b>(CEC 220)</b>		
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?		
1) If yes, do plans include electrical service panel upgrade?		
C. Is the charging circuit appropriately sized for a continuous load of 125%?		
D. If charging equipment proposed is a Level 2 – 9 kW station with a circuit rating of 50 amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?		

### Plan and Single Line Drawing:

	Yes	No
A. Is a site plan and separate electrical plan with single-line diagram included with the permit application?		
1) If mechanical ventilation requirements are triggered for indoor venting requirements <b>625.52(B)</b> , is mechanical plan included with the permit application?		

B. Is the site fully dimensioned and drawn to scale?		
1) Showing location, size, and use of all structures		
2) Showing location of electrical panel to charging system		
3) Showing type of charging system and mounting		
4) Mounting details for system and associated foundation information		
5) Showing bollards or other means of protection from vehicular damage		

**Compliance with the 2022 California Electrical Code:**

**Yes No**

A. Does the application include EVCS manufacture’s specs and installation guidelines?		
B. Does the electrical plan identify the amperage and location of existing electrical service panel?		
1) If yes, does the existing panel schedule show room for additional breakers?		
C. Is the charging unit rated more than 60 amps or more than 150 V to ground?		
1) If yes, are disconnecting mean provided in a readily accessible location in line of site and within 50’ of EVCS. <b>(CEC 625.43)</b>		
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)		
E. If trenching is required, is the trenching detail called out?		
1) Is the electrical wiring and feeder requirements in compliance with <b>CEC 225</b> ?		
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? <b>(CEC 300.5 and Table 300.5)</b>		

**Compliance with 2022 California Green Building Standards Code (CGBSC)(new construction only):**

**Yes No**

A. Do the plans demonstrate conformance with Sunnyvale Municipal Code <a href="#">16.43.060</a> or our <a href="#">Green Building Program</a> , whichever is greater, for the minimum required number of charging spaces?.		
B. Do the construction plans comply with the design requirements set forth in <b>CGBSC 5.106.5.3</b> ?		
C. When EV chargers are installed, spaces shall comply with at least one of the following options: <ol style="list-style-type: none"> <li>1. The EV space shall be located adjacent to an accessible parking space that complies with <b>CBC Chapter 11-B</b>, to allow use of the EV charger from the accessible parking space.</li> <li>2. The EV space shall be located on an accessible route, as defined by <b>CBC Chapter 2</b>, to the building. Exception: EVCS designed and constructed in compliance with <b>CBC Chapter 11-B</b>.</li> </ol>		

**Compliance with 2022 California Building Code, Chapter 11-B Accessibility Features:**

**Yes      No**

	<b>Yes</b>	<b>No</b>
A. Do the plans clearly depict all required accessible EVCS features for the disabled?		
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with <b>Table 11B-228.3.2.1</b> ?		
2) Do the plans detail compliance with the accessible EVCS features required by <b>CBC 11B-812 and Figure 11B-812.9</b> ?		
3) Do the plans show an accessible route from the accessible EVCS to an accessible building entrance per <b>CBC 11B-812.5.1</b>		

**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 web site or make an appointment for over-the-counter plan review by emailing [pcappointment@sunnyvale.ca.gov](mailto:pcappointment@sunnyvale.ca.gov). To submit electronic plans on the City's website you must submit a [permit application](#) online and upload plans at: [planchecksubmittals@sunnyvale.ca.gov](mailto:planchecksubmittals@sunnyvale.ca.gov). Please complete form by checking the appropriate boxes based on information presented on the plans and supporting documentation and submit with the application. **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 hours or it may take up to 10 business days to complete expedited review for large and/or complex projects. Building counter staff will determine eligibility for over-the-counter expedited review at the time of building permit application.

Please note that Nonresidential EV charging equipment installations must comply with all applicable provisions of the California Building Standards Code. These installations are not specific to electrical work and require the submittal of additional architectural and structural construction documents that must be prepared by a State of California licensed architect and civil/structural engineer. Structural plans and calculations from a licensed civil or structural engineer are required for the foundations of new transformers.

## PERMIT FEES

Permit fees will be in accordance with current Adopted Fee Schedule. Please contact the Building Division for additional information.

## 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 Owner Copy of the plans must be presented to the inspector. The manufacturer'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 on-site for all inspections.

Permits shall become invalid unless the work authorized by such permit is commenced within 365 days after its issuance.

To schedule an inspection, use the [Building Division Online Inspection Request](#) or contact the Building Division at 408-730-7444.

## NOTE

EVCS permits do not require association approval.

No discretionary use permit is required, and permit approval will be limited to health and safety review.