



City of Grover Beach

COMMUNITY DEVELOPMENT DEPARTMENT

ELECTRIC VEHICLE CHARGING STATION CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness. **Applications not containing the necessary information will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520 or via email at comdev@groverbeach.org.



ELECTRONIC SUBMITTAL ONLY	
Initial Review	5 Working Days
Subsequent Reviews	3 Working Days



INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR ALL PLAN CHECKS
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED BUILDING PERMIT APPLICATION. Application can be found here: https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.
<input type="checkbox"/>		<input type="checkbox"/>	EMAIL COMPLETED APPLICATION & PLANS. Email completed application and any associated plans to comdev@groverbeach.org . All electronic plans shall be in PDF format. Please see these instructions: https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions
<input type="checkbox"/>		<input type="checkbox"/>	PAYMENT OF BUILDING PERMIT FEES. Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

****NOTE****

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application.

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PROJECT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Plan Requirements Including the following: <ul style="list-style-type: none"> Electric vehicle supply equipment (EVSE) shall comply with applicable sections of the California Electric Code (CEC) and National Electrical Code (NEC); including Article 625. EVSE meets UL requirements and is listed by UL or another nationally recognized testing laboratory. EVSE has an appropriate NEMA rated enclosure (NEC 110.28) and the wiring method complies with NEC 625.9(A) through (F). Verify the level or charger meets customer’s PEV requirements; most vehicles require the maximum of a 240V/32A (40A breaker). Based on proposed EVSE location, determine if cord length will reach a vehicle’s charging inlet without excessive slack and does not need to be more than 25’ in length (NEC 625.17). Ensure functionality of lighting in the garage to meet NEC code 210-70. Install wall or pole-mount stations and enclosures at a height between 36” and 48”. Verify the connector at a height between 36” and 48” from the ground (NEC 625.29) unless otherwise indicated by the manufacturer. Ensure sufficient space exists around electrical equipment for safe operation

and maintenance (NEC 110.26); recommended space is 30" wide, 3' deep and 6'6" high.

- Equipment operating above 50 volts must be protected against physical damage (NEC 110.27); ensure the vehicle is out of the line of vehicle travel and use wheel stops or other protective measures.
- EVSE must be located such that ADA routes maintain a pathway of 36" at all times.
- EVSE must meet requirements for installation sites and types of wiring per Chapter 3 of the NEC. Conductors should be sized to support 125% of the rated equipment load (NEC 625.21)

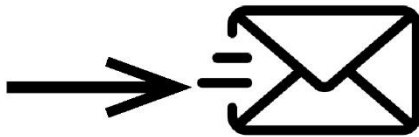
Design and Installation Requirements:

- All EVSE design and installation are in conformance with the criteria contained within the latest version of the "Plug-In Electrical Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" published by the Governor's Office of Planning and Research.

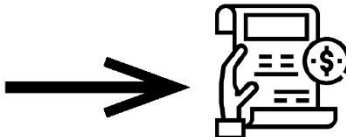
What Can I Expect When I Apply?



Fill out the City's building application available on our website:
<http://groverbeach.org>



Email your completed application and associated plans to comdev@groverbeach.org



We will provide you application fees and payment method.



We will review your submitted plans for consistency with the city regulations and State requirements.



Please call the inspection line at (805) 473-4527 at least 24 hours in advanced to inspect your job.



We will email your signed receipt, permit, and permit card.



Please sign receipt and return via email to comdev@groverbeach.org



If plans are approved, we will email you notice of approval and a receipt. If fees are due, please pay this amount. Plans not approved will need to be revised and resubmitted.