COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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COUNTY OF MENDOCINO
RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES

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 determined 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.

Job Address:	Permit No.

☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium)

☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses)

☐ Mixed-Use ☐ Public Right-of-Way

Location and Number of EVSE to be Installed:

Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____

Description of Work:

Applicant Name:
Applicant Phone & email:

Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other _____	

System Voltage: ☐ 120/240V, 1φ, 3W ☐ 120/208V, 3φ, 4W ☐ 120/240V, 3φ, 4W ☐ 277/480V, 3φ, 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)*

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" https://www.opr.ca.gov

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)*

Is the EVCS subject to approval of a Home Owner's Association or similr entity?

Yes ☐ No ☐

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.

Signature of Permit Applicant: _____ Date: _____

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BUILDING PERMIT APPLICATION CHECKLIST

At permit application submittal you will need the following:

Over-the-Counter

☐ 1 permit application with all fields and the applicable declaration(s) completed.

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

☐ 1 copy of an 8 ½" x 11" plot/site plan

Other (the above and the following)

☐ 1 set of construction (building or grading) plans (***printed OR digital PDF format***)

- I copy of construction plans stamped by Brooktrails Services District (if applicable)

☐ 1 copy of Cal Fire application with preliminary approval (if applicable)
☐ 1 copy of Title 24 – Energy Compliance (conditioned space)
☐ 1 copy of engineering calculations with "wet" signature
☐ 1 copy of erosion and sediment plans meeting Green Building Standards (Projects disturbing less than one (1) acre)

Mobile/Manufactured Home (the above and the following)

☐ 1 copy of Manufactured Home installation manual OR Manufactured Home block setup (office handout)
☐ I copy of Manufactured Home permanent foundation plans OR Manufactured Home engineered tie down system

The following may be required prior to permit issuance for New Construction and Demolition Permits (if applicable, staff will advise at application):

☐ 1 copy of Fire Department approval
☐ 1 copy of Air Quality approval
☐ 1 copy of recycling ordinance approval
☐ 1 copy "Class K" waiver form
☐ 1 copy of current deed
☐ 1 copy of school impact fees (Anderson Valley)
☐ 1 copy of sewer district approval
☐ 1 copy of water district approval
☐ 1 copy of MS4 handout (if in MS4 area)
☐ SWRCB Construction General Permit Coverage (Projects that disturb one (1) acre or more or whose projects disturbs less than one (1) acre but are part of a larger common plan of development that in total disturbs one (1) or more acres, are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ)

Planning and Building Services

BUILDING PERMIT APPLICATION

Permit #_____

Accepted By: _____

Date: _____

(Office Use Only)

Only property owners, licensed contractors or agents with written authorization may obtain permits.

MARK ALL THAT APPLY

1.	☐ RESIDENTIAL	☐ COMMERCIAL	☐ AGRICULTURAL	☐ INDUSTRIAL
2.	☐ New	☐ Addition	☐ Remodel/Replace	☐ Demolition
3.	☐ Single Family ☐ 2-4 Unit Residential ☐ 5+ Unit Residential ☐ Second Residence	☐ Mobile Home ☐ Manufactured ☐ Modular ☐ Foundation Only	☐ Grading ☐ Fire Repair ☐ Garage/Storage ☐ Deck/Patio Cover	☐ Window Change ☐ Swimming Pool ☐ Siding ☐ Reroof
	☐ Reroof w/Sheathing ☐ Photovoltaic ☐ Mechanical ☐ Plumbing	☐ Electrical ☐ Class K ☐ Ag Exempt ☐ Occupancy Change	☐ EV Char ing Station ☐ Other:	

Project Address: _____ **APN**: _____

Driving Directions: _____

Complete scope of work: _____

_____ Valuation:$ _____

	Existing	Proposed
Residential		
❑ Living Area		sf
❑ Garage/Storage		sf
❑ Deck		sf
❑ Porch		sf
❑ Carport		sf
❑ Remodel		sf
❑ Other:		sf
Commercial/Industrial		
❑ Office		sf
❑ Medical		sf
❑ Retail		sf
❑ Restaurant		sf
❑ Warehouse		sf
❑ Other:		sf
Agricultural		
❑ Other:		sf

Size of Structure: _____ sf

Total # of Bedrooms: _____ Existing _____ Proposed

If Mobile Home, Year: _____ Make: _____

Model: _____ Serial #: _____

Grading □ YES □ NO

Cut _____ (cy) Fill _____ (cy) Slope _____

Area of disturbance _____ (sf)

Utilities

□ Well □ Septic □ Public: _____

Will you or your contractor perform any of the following?

❑ Construct/upgrade a fence?
❑ Construct/upgrade driveway?
❑ Construct new road or upgrade an existing approach?
❑ Install/replace culvert in roadside ditch?
❑ Install utilities/services in County Right-of-Way?
❑ Trim/remove any trees within County Right-of-Way?
❑ Will not be performing any of the above actions.

Are there any other buildings on the site? If so, please describe:

_____

_____

_____

Are there any other adjoining properties owned? If so, list APN's:

_____

_____

_____

Applicant Information: *Please check the appropriate box for the primary contact*

☐ PROPERTY OWNER ☐ AGENT ☐ CONTRACTOR

☐ OWNER/BUILDER? *Proof of Ownership will be required

Property Owner Name: _____ Phone: _____ Email: _____

Address: _____

Agent Name: _____ Phone: _____ Email: _____

Address: _____

Contractor Name: _____ Phone: _____ Email: _____

Address: _____ License # & Class: _____

Waste Management-Recycling Plan

☐ Yes -I understand that a Construction Waste Management Plan is required for all construction permits of 1,000 sf or more and all demolition permits. 50% diversion of your waste may be required.

LICENSED CONTRACTOR DECLARATION: I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date:_____ **Contractor Signature:**_____

OWNER/BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).)

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do (_) all of OR (_) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason:_____

_____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html.

Date:_____ **Owner Signature:**_____

WORKER S' COMPENSATION DECLARATION: *Please read carefully and check the applicable statement below:*

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS ($100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier_____ Policy No_____ Expiration Date_____

Name of Agent_____ Phone Number _____

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy Number _____

CONSTRUCTION LENDING AGENCY:

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code). ☐ N/A

Lender's Name _____

Lender's Address_____

By my signature below, I certify to the following: I am (_) a California licensed contractor or (_) the property owner* or (_) authorized to act on the property owner's behalf**. I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

TIME LIMITATIONS OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued. The destruction of documents may occur 180 days after application expiration date.

Date:_____ **SIGNATURE OF APPLICANT:** _____

* Requires Separate Owner Verification

**Requires Separate Agent Authorization Form