



CITY OF HERMOSA BEACH

Community Development
Building & Safety Division

Phone: 310-318-0235

Hours: Mon. – Thur. 7am-6pm

CommunityDevelopment@hermosabeach.gov

ELECTRIC VEHICLE CHARGING STATION STREAMLINED (EVCS) PERMIT APPLICATION

This Express Permit Checklist (Checklist) applies to Level 1, Level 2, & DC Fast electrical vehicle charging stations (EVCS) and related equipment to existing buildings. This Checklist is intended to be a simple check to demonstrate reasonable assurance that the design and installation of an EVCS complies with the 2022 Edition of the California Electrical Code (CEC), California Building Code (CBC), and California Green Building Standards Code (CGBSC). If a project meets the criteria on this Checklist (all boxes are marked as “**YES**”), then the need for a formal plan review submittal MAY be avoided and a streamlined permit issuance process may be granted.

PROJECT INFORMATION

1. Please identify the type, location, and quantity of equipment proposed; identify if an electrical panel upgrade is required; and identify the type of mounting for equipment.

TYPE OF EQUIPMENT	CHECK ONE
110/120 VAC, 15A or 20A	<input type="checkbox"/>
208/240 VAC, 20A or 30A	<input type="checkbox"/>
208/240 VAC, 40A	<input type="checkbox"/>
208/240 VAC, 50A	<input type="checkbox"/>
208/240 VAC, 70A	<input type="checkbox"/>
208/240 VAC, 100A	<input type="checkbox"/>
440/480 VAC, DC FAST	<input type="checkbox"/>
PANEL SOURCE	CHECK ONE
Individual Panel	<input type="checkbox"/>
Common Area Panel	<input type="checkbox"/>

LOCATION	CHECK ONE
Within SFR Garage	<input type="checkbox"/>
Under Carport	<input type="checkbox"/>
Outside/Outdoor	<input type="checkbox"/>
Subterranean Parking	<input type="checkbox"/>
PANEL UPGRADE	CHECK ONE
No – Not Required	<input type="checkbox"/>
Yes – Panel Rated at Min. 225A	<input type="checkbox"/>

QUANTITY	CHECK ONE
1 total	<input type="checkbox"/>
2 total; same panel	<input type="checkbox"/>
2 total; 1 per panel	<input type="checkbox"/>
TYPE OF MOUNTING	CHECK ONE
Wall Receptacle	<input type="checkbox"/>
Wall Mount	<input type="checkbox"/>
Pole Mount	<input type="checkbox"/>

GENERAL REQUIREMENTS (please check box, Y = Yes or True, N = No or False)

2. Electrical Permit Application is completed and attached along with this Checklist that include, but not limited to, the following information: Y N
- Property address.
 - Name, address, phone number of the property owner; and
 - Name, address, phone number and license number of the person responsible for the EVCS system design and/or installation

PLEASE CONTINUE ON PAGE 2

Last Name: _____

Property Address: _____

3. Plot/Site Plan is completed and attached along with this Checklist that include, but not limited to, the following information: □Y □N
- Location of the existing building(s) or structure(s) on the site.
 - Property lines, streets, lot dimensions, north arrow, the distance from property lines to the building(s) or structure(s) and the proposed EVCS location.
 - Location of existing meter, proposed EVSE equipment, existing/new electrical panel, disconnect and overcurrent protection.
 - Identify existing/new electrical panel amperage; show where conduit and/or trenching is/are proposed, and reflects the information contained in this Checklist.

PLANNING REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

4. EVCS is not located in a Coastal Zone, or EVCS is in a Coastal Zone and is exempt from a Coastal Development Permit per Public Resource Code 30610. □Y □N

ELECTRICAL REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

5. EVCS will be installed in accordance with CEC 625 □Y □N
6. EVCS will be installed in accordance with the Manufacturer's installation guideline, must be suitable for the environment (indoor vs outdoor), and made available for inspection upon request by City Inspector □Y □N
7. EVCS and related equipment will be UL listed and marked (or other approved Nationally Recognized Testing Laboratory listing and marking) in accordance with UL 2202 and UL 2594 per CBC 406.2.7 □Y □N
8. Electrical service load calculations will be performed to determine that the electrical panel is adequately sized and has sufficient electrical capacity in accordance with CEC 220 □Y □N
9. Installation will not have line side or load side tap connections □Y □N
10. Electrical panel will have the required breaker slot(s) to accommodate the EVSE installation □Y □N
11. EVCS coupling means will be mounted at a height not less than 18" (indoor use) **OR** 24" (outdoor use) from the finished floor or grade per CEC 625.50, unless specifically instructed otherwise by the Manufacturer's installation guideline □Y □N
12. EVCS will have sufficient working space (30" wide, 36" depth, 78" high) for safe operation and maintenance per CEC 110.26 □Y □N
13. Copper wire conductor size will not exceed a length of 75'-0", installed within a min. 1" conduit, and comply with the following information shown below per CEC Table 310.15(B)(16) (based on 60°C, Types TW, UF): □Y □N
- Provide #12 AWG conductors for 20A circuit; or
 - Provide #10 AWG conductors for 30A circuit; or
 - Provide #8 AWG conductors for 40A circuit; or
 - Provide #6 AWG conductors for 50A
 - Provide #4 AWG conductors for 70A; **AND**
 - Provide a readily accessible disconnecting means for the EVSE and capable of being locked in the open position per CEC 625.43 and CEC 110.25
14. Where EVCS is used in an indoor enclosed space, ventilation is not required for EVCS marked by the Manufacturer as "Ventilation Not Required" **OR** EVSE marked by the Manufacturer as "Ventilation Required" will be provided with a Mechanical Plan of the ventilation system for intake supply air and vent the exhaust to the outdoor per CEC 625.52 and CBC 406.9.2 □Y □N
15. EVCS receptacle is GFCI or is hard-wired per CEC 625.54 □Y □N
16. Where trenching is required, a min. 18" cover will be provided for direct-buried cables or conductors per CEC Table 300.5 □Y □N

PLEASE CONTINUE ON PAGE 3

Last Name: _____

Property Address: _____

17. EVCS will be protected by a safety bollard where potential striking may exist per CEC 110.27(B) as determined by the City Inspector; bollard will typically be a min. 36" tall x min. 3" diameter steel pipe filled with concrete, embedded a min. 24" into a min. 36" deep x 12" diameter concrete footing, and distanced a min 12" from the EVCS Y N
18. Utility provider's (SCE) notification/approval will be provided/obtained where a new, upgrade, relocated, or dedicated electric meter is required prior to or part of the EVCS installation Y N

FIRE REQUIREMENT (please check box, Y = Yes or True, N = No or False)

19. EVCS will be located within an existing parking stall or area and will not obstruct, impede or project into an existing fire vehicular access lane Y N
20. EVSE will be in such a way that it will not obstruct, impede, reduce or project into an existing path of travel to an exit or exit door Y N

BUILDING REQUIREMENTS (please check box, Y = Yes or True, N = No or False)

21. EVCS are in conformance with 2022 CA Green Building Standards Code Section 5.106 Y N
22. EVCS will be in such a way that it will not obstruct, impede, reduce, or project into an existing accessible path of travel or route Y N
23. EVCS stall dimensions (except EVCS located within an individual private garage/carport) will be min. 18'-0" length and min. 9'-0" width per CBC 406.2.7 and CGBSC 4.106.4.2.2 Y N

ACKNOWLEDGMENT STATEMENT

I/We, the undersigned contractor(s)/installer(s) responsible for the design and installation of an EVCS, understand that the permit will be issued based upon the checked "Y" and completing the required information to all the above questions. **I/We understand that if any questions are checked "N" or incomplete information to all the above questions, I/We will revise the design to fit the criteria of this Checklist; otherwise, the permit application may be required to go through the standard plan review process.** I/We acknowledge that the construction documents, which are neither reviewed nor approved by the City, reflect the criteria of this Checklist. I/We assume all risk/responsibility if the installation of the work deviates from this Checklist and will strictly adhere to all code requirements and make the necessary changes to the installation. I/We understand that this permit conveys no vested rights in the event a conflict with any codes, local ordinances, and state laws are later identified as part of the inspection process. We further understand that any correction, removal or change of any portion of the installation will be done at the sole expense/liability of the contractor(s)/installer(s). I certify that Electrical Plans are completed, stamped, and signed by a California Licensed Electrical Engineer or a C-10 Electrical Contractor and attached to this submittal

Job Address: _____

License # & Class: _____

Signature: _____ Date: _____

Phone #: _____



**CITY OF
HERMOSA BEACH**

Community Development
Building & Safety Division

Phone: 310-318-0235
Hours: Mon. – Thur. 7am-6pm
CommunityDevelopment@hermosabeach.gov

ELECTRICAL PERMIT APPLICATION

STAFF USE ONLY

Plan Check/Permit #

PROPERTY & JOB INFORMATION

Job Address: _____, Hermosa Beach, CA

Description of the work being performed:

Assessor's Parcel Number:

Number of Stories: _____ Number of Units: _____

PROPERTY OWNER

Full Name _____ Phone #: _____

Email: _____

Address: _____

APPLICANT – THIS IS THE PRIMARY POINT OF CONTACT

Full Name _____ Phone #: _____

Email Address (this will be the primary means of contact): _____

Mailing Address: _____

CONTRACTOR

Full Name _____ Phone #: _____

Email: _____ CSL License #: _____

Address: _____

Business License #: _____ CSL Class Type: _____

DESIGN PROFESSIONAL – ENGINEER/ARCHITECT

Full Name _____ Phone #: _____

Email: _____ License #: _____

Address: _____

PROPERTY TYPE

Residential (SFR, Duplex) _____ Multi-Family (Apt, Condo) _____ Mixed-Use _____

Commercial _____ Industrial _____ Vacant Lot _____

of Stories _____ # of Units _____

PLEASE CONTINUE ON PAGE 2

ELECTRICAL

Last Name: _____

Property Address: _____

FEE CODE	DESCRIPTION	EACH
3205-020	Outlets, Interior or Exterior FEE DESC: Outlets/Temporary Lights/Yard Lighting - Inclusive (Existing Branch Circuits)	
3205-025	Light Fixtures, Interior or Exterior FEE DESC: Outlets/Temporary Lights/Yard Lighting - Lamp holders (Existing Branch Circuits)	
3205-010	Wiring for an electrical circuit from the panel to the point of use, under 15 AMP. FEE DESC: New General Use Branch Circuits	
3205-015	Wiring for an electrical circuit from the panel to the point of use. FEE DESC: Branch Circuits – 15 or 20 AMP and all other 600V or less	
3205-030	Wiring for an electrical circuit rated over 50 AMPs FEE DESC: Motors, Transformers, Heating Appliances, and Misc. Equip. or Appliance	
3205-035	Fire Alarm Fixture FEE DESC: Fire Warning, Communications and Emergency Control System	
3205-040	Control, or other type of Panel, Associated with a Fire Alarm System FEE DESC: Control Panel, Standby Power Panel, Annunciator Panel, or Similar Main Piece of Control Equipment	
3205-045 3205-050	Main Service Panel, Sub-Panel FEE DESC: Service Entrance Conductors/Services Switches/Circuit Breakers/Switchboard Sections – AMP/Voltage	
3205-055	FEE DESC: Temporary Power Pole	
3205-099	This item only applies if the above categories do not apply. FEE DESC: Miscellaneous Electrical Description Required:	

APPLICANT AFFIDAVIT

(I/We) am/are aware that the following requirements may apply to this permit application:

- (1)** If located within the Coastal Zone, the applicant may need to acquire a Coastal Development Permit, or Exemption. The approval must be provided to the City (by the applicant), prior to the permit being issued.
- (2)** Depending on the scope of work, Hermosa Beach may require geotechnical reports, and Recording of Documents may be required prior to closing any associated permits.
- (3)** Additional reviews and submittals may be required for LA County Fire, Public Works, Waste Reduction Plan, & Standard Urban Storm Water Mitigation Plan.
- (4)** All permits require that the following be provided: Pedestrian & Adjacent Property Protection, Best Management Practices, Air Quality Requirements, Hazardous Materials Requirements, and Waste Reduction Requirements
- (5) The applicant will be the sole and primary point of contact for this application. The listed applicant is the primary contact for all communications with City Staff. The applicant will be responsible for communicating status updates to all parties involved with this application.**

(I/We) the undersigned declare, under penalty of perjury under the laws of the State of California, that (I am/we are) the owner(s) or authorized representative(s) of the property in this application; that the information on all plans, drawings, and sketches attached hereto and all the statements and answers contained herein are, in all respects, true and correct.

Signature

Date:

Printed Name:



**CITY OF
HERMOSA BEACH**

Community Development
Building & Safety Division

Phone: 310-318-0235
Hours: Mon. – Thur. 7am-6pm
CommunityDevelopment@hermosabeach.gov

SITE/PLOT PLAN

PROPERTY & APPLICANT INFORMATION

Job Address: _____, Hermosa Beach, CA

Job Description: _____

Applicant Name: _____

SITE/PLOT PLAN