



Build Inside the Triangle™

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## Eligibility Checklist for Expedited Electric Vehicle Charging Station (EVCS) Permit:

This checklist is intended to outline the criteria for obtaining an expedited review of an EVCS permit. Please complete this checklist and submit with building permit application.

Project Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Contractor's License  
Number and type: \_\_\_\_\_

**Note:** If any items are checked NO, please revise plans to fit within the eligibility checklist; otherwise the permit application may go through the standard plan review and approval process.

All electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

Property Type:		
<input type="checkbox"/> One or Two Family	<input type="checkbox"/> Multi-Family (Apartment)	<input type="checkbox"/> Commercial (Single Business)
<input type="checkbox"/> Commercial (Multi-Business)	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Public Right-Of-Way
Location and Number of Electric Vehicle Charging Stations:		
Garage _____	Parking levels _____	Parking Lot _____
Street Curb _____		
Description of Work:		

Type of Charging Station	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 rating:	
Mounting Type:		
<input type="checkbox"/> Wall Mount	<input type="checkbox"/> Pole/Pedestal Mount	<input type="checkbox"/> Other: _____

**Permit Application Requirements**

	Yes	No
A. Does the application include EVCS manufacturer'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 the 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 – 9.6 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?		



<b>Site Plans and Single Line Drawing</b>	<b>Yes</b>	<b>No</b>
A. Is a site plan and separate electrical plan with a single-line diagram included with the permit application? (Single Line diagram to include; bonding and grounding, overcurrent protection, wire size and type, etc.)		
1) If mechanical ventilation requirements are triggered for indoor venting requirements ( <b>CEC 625</b> ), is a mechanical plan included with the permit application?		
B. Is the site plan 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		

<b>Compliance with Accessibility Requirements</b>	<b>Yes</b>	<b>No</b>
<b>Commercial Projects</b>		
A. Is the minimum number of required accessible spaces met? ( <b>CBC 11B</b> )		
B. Are required accessible electric vehicle charging stations in compliance with <b>CBC 11B</b> . (Operable parts, vertical clearances, floor or ground surfaces, etc.)		
C. Electric vehicle charging stations or their components do not protrude more than 4" into the accessible path of travel between a maximum of 27" or a minimum of 80" in height?		
D. Is there an accessible route from the electric vehicle charging station to the building?		
E. Are the required accessible vehicle spaces sized properly according to type (van, standard, ambulatory or drive-up) in accordance with <b>CBC 11B</b> ?		
F. If the sole purpose of the project is to install EVCS at facilities where vehicle fueling, recharging, parking or storage is the primary function, is the City of Tracy Accessibility Budget Calculation (ABC) form completed and included in the submittal in accordance with <b>CBC 11B</b> ?		
<b>Multi-Family Residential</b>		
A. Are the electric vehicle charging station facilities provided at multi-family residential buildings in compliance with <b>CBC 11A</b> for common use features and facilities located on the exterior of the building?		



<b>Compliance with the California Electrical Code</b>	<b>Yes</b>	<b>No</b>
A. Does the plan include EVCS manufacturer'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 150V to ground?		
1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS. <b>(CEC 625)</b>		
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)		
E. If located outdoors are all components rated for wet locations?		
F. If trenching is required, is the trenching detail called out?		
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? <b>(CEC 225)</b>		
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? <b>(CEC 300)</b>		

In addition to the Electrical Code requirements outlined above, there are additional planning requirements that must also be met on commercial projects. The following checklist will be used by the Planning division to assist them with expediting the plan review process.

<b>Planning Requirements</b>	<b>Yes</b>	<b>No</b>
A. Are you removing any trees or landscaping?		
B. Are you adding any bollards or protective devices?		
C. Is any signage being added? Please note signs may be allowed at or on the charging station, but not in other areas directing residents to the station. All signage must be directly related to the use of the electric vehicle charging station.		
D. What is the number of existing parking spots that may be lost for general use?		