



## CITY OF BLYTHE – EVCS CHECKLIST

### Submittal Requirement Checklist for the Expedited Permitting Processing for Electric Vehicle Charging Station(s) (EVCS)

The purpose of this document is to provide all the necessary forms, checklist, and guidelines necessary to expedite and streamline the permitting process for qualifying Electric Vehicle Charging Station(s) (EVCS) within the City of Blythe.

Once the appropriate application, documents, and plans have been submitted to the building department for review, they will be reviewed for completeness within 5-10 business days (based on the size of the project) and approved or denied within 20-40 business days (based on the size of the project). You will be notified upon completion of the review. Currently, all permits must be picked up at the City of Blythe Development Services Department.

Please complete the checklist to determine if your application is eligible for expedited EVCS processing. If any item is checked “NO”, revise your design or submit your application through the standard review process.”

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**JOB ADDRESS / SITUS:** \_\_\_\_\_ **APN** \_\_\_\_\_

**USE OF BUILDING OR AREA (check one):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single Family Residence      | <input type="checkbox"/> Multi-Family (Apartments)     | <input type="checkbox"/> Multi-Family (Condominium) |
| <input type="checkbox"/> Commercial (Single Business) | <input type="checkbox"/> Commercial (Multi-Businesses) | <input type="checkbox"/> Public Right-of-Way        |
| <input type="checkbox"/> Industrial (Single Business) | <input type="checkbox"/> Industrial (Multi-Businesses) | <input type="checkbox"/> Agricultural               |
| <input type="checkbox"/> Mixed Use                    | <input type="checkbox"/> Public Access (Gas Station)   |   |
| <input type="checkbox"/> Public Access (other)        | <input type="checkbox"/>                               |   |

**LOCATION AND QUANTITY OF EVSC TO BE INSTALLED:**

Garage \_\_\_\_\_ Parking Levels \_\_\_\_\_ Parking Lots \_\_\_\_\_ Street Curb \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED:** \_\_\_\_\_

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**APPLICANT(S) INFORMATION:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ License No. & Type: \_\_\_\_\_

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

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**TYPE OF EVSC (check one):**

Check One	Type of Charging Station(s) being proposed	Power Levels (proposed Circuit Rating)
<input type="checkbox"/>	Level 1	110/120 volt alternating current (VAC) at 15 or 20 amps
<input type="checkbox"/>	Level 2 – 3.3 kilowatt (kw) (low)	208/240 VAC at 20 to 30 amps
<input type="checkbox"/>	Level 2 – 6.6 kw (medium)	208/240 VAC at 40 amps
<input type="checkbox"/>	Level 2 – 9.6 kw (high)	208/240 VAC to 50 amps
<input type="checkbox"/>	Level 2 – 9.2 kw (highest)	208/240 VAC to 100 amps
<input type="checkbox"/>	Level 3 – DC Fast Charging	440 or 480 VAC
<input type="checkbox"/>	Other: (specify and provide details and rating):	_____
<input type="checkbox"/>	_____	_____

**Permit Application**

- A. Is the permit application complete with the following information: Project address, parcel #, property owner's name, contractor's name, valid contractor's license, email address, phone number, valuation, original (wet signed) signatures etc? If electronically signed, certifications(s) must be provided. ☐ Yes ☐ No
- B. Does the application include EVCS manufacturer's specification and installation guidelines? ☐ Yes ☐ No

**Electric Load Calculation Worksheet**

- A. Is an electrical load calculation worksheet included? (CEC 220) ☐ Yes ☐ No
- B. Based on the electrical load calculation sheet, is a new electrical service panel upgrade required?  
1. If yes, do plans include the electrical service panel upgrade? ☐ Yes ☐ No
- C. Is the charging circuit appropriately sized for a continuous load (125%)? ☐ Yes ☐ No
- D. If charging equipment proposed is a Level 2 – 9.6 kw station with a circuit of 50 amps or higher, is a completed circuit card with electrical calculations included with the single line diagram? ☐ Yes ☐ No

**Site Plan & Single Line Diagram**

- A. Is a site plan and electrical plan with a single-line diagram included with the permit application?  
1. If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.50(B)), is a mechanical plan included with the permit application. ☐ Yes ☐ No
- B. Is the site plan fully dimensioned and drawn to scale? ☐ Yes ☐ No
1. Showing location, size and use of all structures ☐ Yes ☐ No
2. Showing location of electrical panel to charging system ☐ Yes ☐ No
3. Showing type of charging system and mounting ☐ Yes ☐ No
4. Queueing location, vehicle length, capacity, parking space dimensions ☐ Yes ☐ No
5. 12" high "EV CHARGING ONLY" surface marking at the end of each EV Space (CBC 11B-812.9) ☐ Yes ☐ No
6. 12" high "NO PARKING" surface marking within the access aisle (CBC 11B-812.7.3) ☐ Yes ☐ No

**Compliance with 2022 California Electrical Code (Title 24 Part 3)**

- A. Do the plans specify that the electrical vehicle charging system shall be installed in accordance with manufacturer's installation instructions and shall be suitable for the environment (indoor/outdoor) in which they will be installed? ☐ Yes ☐ No
- 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? ☐ Yes ☐ No
- 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-ft of EVCS (CEC 625.43) ☐ Yes ☐ No
- D. The plans specify that the EVCS equipment disconnecting means shall be identified with a durable label stating "Emergency Power Off – Electric Vehicle Charging Station" (CEC 110.21)? ☐ Yes ☐ No

### Compliance with 2022 California Electrical Code (Title 24 Part 3) - continued

- E. Conduit and conductor size and type are specified and the routes and requirements for their installation (i.e. within framing, mounted on structure, underground, etc.) are shown? ☐ Yes ☐ No
- F. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL2200) ☐ Yes ☐ No
- G. If trenching is required, is the trenching detailed called out?  
1. Is the trenching in compliance with electrical feeder equipment requirements from structure to structure (CEC 225) ☐ Yes ☐ No  
2. Is the trenching in compliance with minimum cover requirements for wiring methods or circuits (18" for direct burial per CEC 300)? ☐ Yes ☐ No
- H. Physical protection such as a bollard is shown and detailed on the plans when vehicle impact protection for EVCS equipment is required? (CEC 110.27(B)) ☐ Yes ☐ No  
[Note: Typically not required for Level 1 EVCS. Physical protection from damage is often a 4" diameter steel pipe filled with concrete, a minimum of 40" above the finished floor/grade, installed in a footing measuring 12" in diameter and 3' deep.]
- I. The plans show and specify if the EVCS will be wall mounted, pole pedestal mount or other? ☐ Yes ☐ No
- J. The plans show and specify the mounting height of the charging coupling (the connector nozzle) and operable controls? ☐ Yes ☐ No  
[Note: if installed indoors, the electrical vehicle-charging coupling shall be located between 18" and 48" above the finished floor. If installed outdoors, the electric vehicle-charging coupling shall be located between 24" and 48" above the finished grade] CEC625.50 and CBC 11B-309

### Compliance with 2022 California Green Code Requirements

- A. Does the number of proposed electrical vehicle charging spaces conform to the Tier 1 requirements of the California Green Building Code (CGBC)? (CGBC A4.106.8.2 and A5.106.5.3)  
[Note: only applies to newly constructed multi-family residential and newly constructed non-residential projects.]

### Compliance with 2022 California Building Code Accessibility Requirements

[Note: Accessibility requirements are required for public and common use areas, public accommodations, commercial facilities and public housing as defined in the CA Building Code.]

- A. The plans show and specify all the applicable accessibility requirements prescribed in the CBC Chapter 11B including but not limited to the following: ☐ Yes ☐ No
- 11B-202.4 Path of travel requirements in alternations, additions, and structural repairs ☐ Yes ☐ No  
[see 11B-202.4 Exception 10 for Path of Travel Requirement Exceptions]
- 11B-228.3 Electric Vehicle Charging Stations ☐ Yes ☐ No
- 11B-302 Floor or Ground Surfaces ☐ Yes ☐ No
- 11B-303 Changes in Level ☐ Yes ☐ No
- 11B-305 Clear Floor or Ground Space ☐ Yes ☐ No
- 11B-308 Reach Ranges ☐ Yes ☐ No
- 11B-309 Operable Parts ☐ Yes ☐ No
- 11B-402 Accessible Route ☐ Yes ☐ No
- 11B-703.3 Braille ☐ Yes ☐ No
- 11B-703.7 Symbols of Accessibility ☐ Yes ☐ No
- 11B-703.7.2.1 International Symbol of Accessibility ☐ Yes ☐ No
- 11B-707.2 Clear Floor or Ground Space ☐ Yes ☐ No
- 11B-707.3 Operable Parts ☐ Yes ☐ No
- 11B-707.7.2 Characters ☐ Yes ☐ No
- 11B-707.9 Point of Sale Devices ☐ Yes ☐ No
- 11B-812 Electric Vehicle Charging Stations ☐ Yes ☐ No

**Electrical plans shall be completed, stamped, and signed by a California Licensed Electrical Engineer or a C-10 Electrical Contractor**

Name of Person Completing Checklist (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ License No. / Type: \_\_\_\_\_