



## TOWN OF LOS GATOS

### ELECTRIC VEHICLE CHARGING STATION SUBMITTAL REQUIREMENTS

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In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal**. We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed**. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal:  
<https://permits.losgatosca.gov/Building/Register>. The Building pre-application is a preliminary review for the electric permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application <https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e. Specifications, etc.) which should be separate uploads.

**Minimum Required Plan Information:**

**1. General**

- Complete the Town of Los Gatos Building Permit application form.
- Blueprint For a Clean Bay* sheet must be the second page of wet stamped sets (available at <http://www.losgatosca.gov/DocumentCenter/View/1166>)
- Cover sheet information. List the 2022 California Building, Electrical, Fire, and the 2022 California Energy Codes, the 2022 California Residential Code, the 2022 California Green Building Code, the building construction type, occupancy class, sheet index, and concise scope of work.

**2. Architectural**

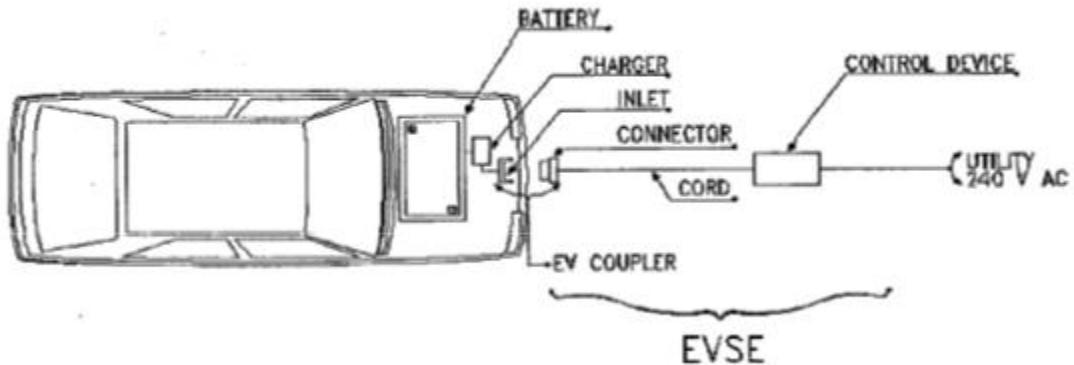
- Floor Plan. Location of the existing building, location of all EV Charge Station(s), electrical service, disconnects, the existing premise wiring electrode. Panel upgrade and electrical wiring shall be in conformance with the 2022 California Green Building Code Section 5.106.5.3, and Article 625 of the 2022 California Electrical Code.

**3. Electrical**

- Manufacturer's installation instructions. EV charging system information: EVSE system with UL listed number or other approved nationally recognized testing laboratory, in compliance with UL2202, "Standard for Electric Vehicle (EV) Charging System Equipment."
- The size and amperage, circuits to be energized, subpanels, and line diagram.
- Include load calculations per NEC Article 220 for service under 200 amps.
- The method of securing the charging station should be specified.
- Identify if a second electric meter is required to be installed because of electric utility rate for EV charging.

**Please note:** Permits can only be issued to a Homeowner or a Licensed Contractor.

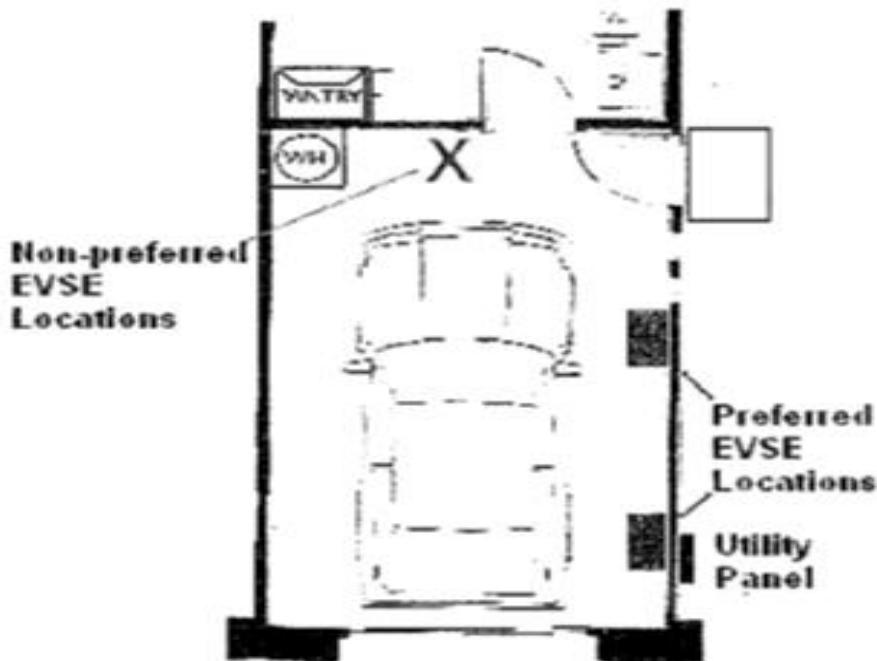
**EV Sample Charging System:**

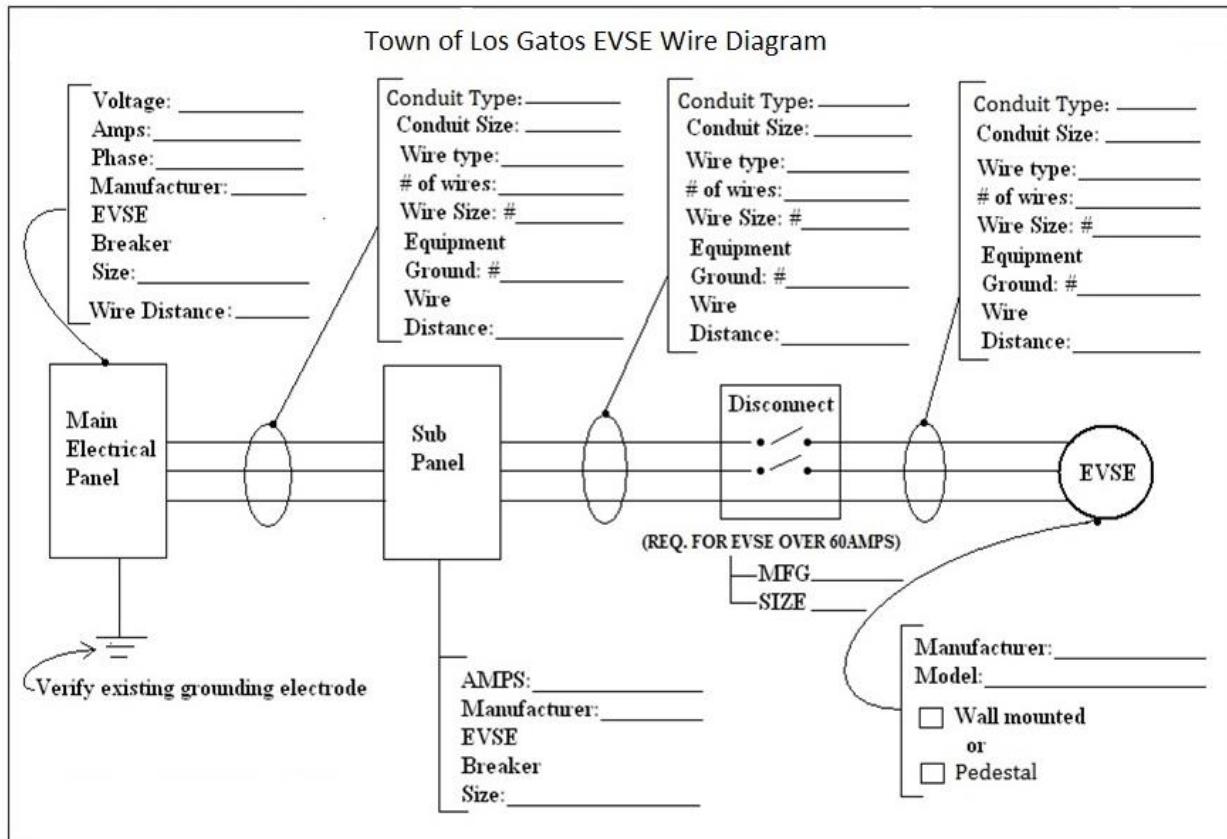


Electric Vehicle Supply Equipment (EVSE) consists of the connector, cord, and interface to utility power. Currently the interface between the EVSE and utility power will be directly hard-wired to the control device, and each automake has its own EVSE design.

There are 2 levels of charging systems for SFR – Level 1 (120 VAC, 15/20 A) and Level 2 (240 VAC, 40 A). Level 2 is more likely be used because of less time to charge the vehicle.

EVSE shall be installed in accordance with manufacturer's guidelines and must be suitable for the environment (INDOOR/OUTDOOR).





### Installation Requirements:

- Electric Vehicle Supply Equipment coupling shall be stored or located at a height not less than 18" above floor level for indoor locations and not less than 24" above grade level for outdoor locations
- Ensure sufficient space exists around electrical equipment for safe operation and maintenance (NEC 110.26); required space is 30" wide, 3' deep and 6' 6" high
- Minimize tripping hazards and utilize cord management technologies when possible
- Equipment operating above 50 volts must be protected against physical damage (NEC 110.27)
- EVSA must be located such that ADA routes maintain a pathway of 36" at all times
- For EVSA greater than 60 amperes, a separate disconnect is required (NEC 625.23) and should be installed in a readily accessible location