



ELECTRIC VEHICLE CHARGING STATION APPLICATION COMMERCIAL/INDUSTRIAL

**FOR OFFICE
 USE ONLY**

A/P# _____

Commercial electric vehicle charging station installations are governed by Subsection 15.12.060 of the Cerritos Municipal Code, and Title 27 of the Los Angeles County Electrical Code.

1.0 OWNER INFORMATION

1.1a Property

Owner Name(s): _____ 1.1b Phone number: _____

1.2a Property

Owner Name(s): _____ 1.2b Phone number: _____

1.3 Property address: _____

2.0 ELECTRIC VEHICLE SERVICE EQUIPMENT

2.1 Name of contractor/
 entity performing work: _____ 2.2 Contact name: _____

2.3 City business license #: _____ 2.4 State license #: _____

2.5 Electric vehicle charging station rating (Please check one):

	Type of Charging Station	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 or 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 at 50 Amps
<input type="checkbox"/>	Level 2 – 19.2 kW (Highest)	208/240 VAC at 100 Amps
<input type="checkbox"/>	DC Fast Charging	440 or 480 VAC
<input type="checkbox"/>	Other: _____	Provide rating: _____

3.0 ELECTRICAL LOAD CALCULATION WORKSHEET

3.1 Has an electrical load calculation worksheet been provided as an attachment to this application (required)?

Yes No

3.2 Based on the load calculation worksheet, is a new electrical service panel upgrade required?

Yes (Applicant must ensure plans, as required by Section 5.0 of this application, include the electrical service panel upgrade)

No

3.3 Is the charging circuit appropriately sized for a continuous load of 125%?

- Yes No

3.4 If charging equipment 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, as required by Section 5.0 of this application?

- Yes No Not Applicable

4.0 LANDSCAPING & CIRCULATION

4.1 Will the electric vehicle charging station(s) displace existing landscaping?

- Yes – Area of square feet to be displaced: _____ No

4.2 Will the proposed electric vehicle charging station reduce the number of parking spaces?

- Yes – Number of spaces displaced: _____ No

4.3 Will the location of the electric vehicle charging station change the site circulation patterns?

- Yes No

5.0 SITE PLAN AND ELECTRICAL PLAN

Check the boxes below to acknowledge the submittal of the specified plans with this completed application, for the installation of electric vehicle charging stations. **Three (3) copies of plans** are required as specified below:

5.1 Electric vehicle charging station manufacturer’s installation instructions and specifications. All electric vehicle charging station equipment shall be certified by a Nationally Recognized Testing Laboratory (ETL/UL). The electric vehicle service equipment UL number shall be provided on the plans accordingly.

5.2 Site plan (minimum 11” x 17”) showing:

- 5.2a: Property address
- 5.2b: North arrow
- 5.2c: Scale
- 5.2d: Property lines, streets, sidewalks, and public right-of-way (if applicable)
- 5.2e: Parking space dimensions
- 5.2f: Location of existing landscape planters, sidewalks, and underground pipes and valves in the vicinity of the proposed charging station equipment
- 5.2g: Location of all existing and proposed charging stations, panel boards, and any other service equipment
- 5.2h: Location of electrical panel to charging station
- 5.2i: Type of charging system and mounting
- 5.2j: Clearances of charging station locations, including location of additional meters, if applicable
- 5.2k: Landscape planting plan for affected landscape areas

5.3 Charging station equipment details, including dimensions and colors

5.4 Electrical plan with single-line diagram

Property Address: _____
(same as item 1.3 on page 1)

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6.0 CHECKLIST REQUIREMENTS AND RECOMMENDATIONS

Section A and Section B provide requirements and recommendations for electric vehicle charging stations.

Section A: Checklist of Requirements for Expedited, Streamlined Permitting

In order to be considered for expedited permitting, the proposed electric vehicle charging station must meet all requirements of Section A. Section A satisfies the checklist requirement of California Government Code Section 65850.5(g), as amended under Assembly Bill 1236 (2015).

- A.1 State Law Definition.** The electric vehicle charging station shall mean "any level of electric vehicle supply equipment" which "delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle", as defined in California Government Code Section 65850.7(i)(3).
- A.2 Code Compliance.** Electric vehicle charging stations and all equipment shall conform to all applicable provisions and requirements of the County of Los Angeles Building, Residential, Electrical, Mechanical, Plumbing, and Fire Codes, adopted by reference by the City of Cerritos in Cerritos Municipal Code Chapters 15.04, 15.06, 15.12, 15.16, 15.20, and 15.24 respectively.
- A.3 Site Plan and Electrical Plan.** Three (3) copies of the site plan and electrical plan are required upon submittal of this application. Specifications are provided in Section 5.0 of this application.

Section B: Checklist of Recommendations and Design Guidelines

Section B provides recommendations and design guidelines for electric vehicle charging stations. The following guidelines are strongly suggested in order to maintain consistency with the City's high quality design standards for residential properties.

- B.1 Minimize Visible Conduits.** Visible conduits, piping, or wiring should be minimized to the extent feasible.
- B.2 Paint Conduits to Match Surface.** All conduits should be painted to match the color of the surface on which they are mounted.
- B.3 Tidy Grounding Wire Conduit Installation.** Grounding wire and its flexible conduit should be installed in a tidy fashion, with straight vertical and horizontal runs, along its entire length. Said conduit should follow the same guidelines above regarding painting and location.

7.0 BUILDING AND SAFETY APPLICATIONS

A Building/Plumbing/Electrical/Mechanical Permit Application from the Cerritos Building and Safety Division will also be required together with this Commercial/Industrial Electric Vehicle Charging Station Application. Both applications are available for download from the City of Cerritos website at www.cerritos.us under **BUSINESSES » Planning and Building Permits » Building and Safety Permit Applications and Information.**

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(same as item 1.3 on page 1)

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8.0 ACKNOWLEDGEMENT

By signing below, I acknowledge an understanding of the following declarations:

8.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of this application.

8.2 Conditions of Approval. I understand and will comply with the following conditions of approval, and I understand that the electrical vehicle charging station(s) will not receive a final approval until all of the requirements and conditions have been completed:

- 8.2a: The requirements of Section 6.0 of this application are hereby incorporated as conditions of approval, unless expressly and individually waived in writing by the City of Cerritos.
- 8.2b: The electric vehicle charging station(s) shall conform to the provisions and requirements of the County of Los Angeles Building, Residential, Electrical, Mechanical, Plumbing, and Fire Codes.

8.3 Construction. Hours and days of construction are limited to the following:

- Monday to Friday: 7:00 a.m. to 6:00 p.m.
- Saturday: 10:00 a.m. to 5:00 p.m.
- Sunday/City-Observed Holiday: No work permitted

8.4 Permit and Plan Adherence.

- 8.4a: No work of any type shall occur unless all required approvals and permits are obtained.
- 8.4b: The undersigned warrant that the plans submitted for review in connection with this application are complete and accurate. Approval of the submitted plans is subject to the applicant having submitted accurate dimensions and information. If, during construction, it is found that the approved plans did not have accurate dimensions and/or information, the City of Cerritos may require the work to cease until revised, accurate plans are submitted to the Department of Community Development for review in accordance with the requirements set forth herein.
- 8.4c: All improvements shall be constructed in accordance with the approved plans. If, during construction, modifications or deviations from the approved plans are deemed necessary, any and all such modifications shall be submitted in the form of revised plans to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and reconstructed in accordance with the approved plans.

8.5 Penalties for Violation. A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

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I acknowledge and understand the guidelines and declarations contained herein, and will completely abide by them.

8.6 Property Owner's signature: _____ Date: _____

8.7 Business Owner's signature
(if different than Property Owner above): _____ Date: _____

8.8 Contractor's signature: _____ Date: _____

8.9 Property address: _____
(same as item 1.3 on page 1)

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<p>Planner check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signature of both property owner and contractor are provided, as well as business owner, if applicable <input type="checkbox"/> Project complies with application requirements <input type="checkbox"/> Computer permit entry: <ul style="list-style-type: none"> <input type="checkbox"/> Check cases for existing notes <input type="checkbox"/> Check for expired permits requiring resolution <input type="checkbox"/> Check that a permit is not already entered for this application and property <input type="checkbox"/> Computer codes: TRADE PERMIT » ELEC <input type="checkbox"/> Property owner information is current (GIS); if not, request a copy of the grant deed to confirm ownership as a condition of permit issuance <input type="checkbox"/> Enter permit data <p>Project Reference Number:</p> <p>A/P# _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign and date approval area <input type="checkbox"/> Refer to Building and Safety Division for permit 	<p style="text-align: center;"><u>City of Cerritos</u> <u>Planning Approval</u></p> <hr/> <p>Staff Signature</p> <hr/> <p>Date</p> <p>Issuance of the permit shall not be construed as final approval of this installation. No final shall be issued unless all conditions of approval above have been completed.</p>

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