



Residential EV Charging

Development Services

Building Division

505 S. Garey Avenue

(909) 620-2191

www.pomonaca.gov

RESIDENTIAL ELECTRICAL VEHICLE CHARGING STATIONS EXPEDITED REVIEW ELIGIBILITY CHECKLIST

GENERAL

The purpose of this checklist is to determine eligibility and clarify the minimum building code requirements when preparing plans and documents for expedited plan review of EV charging stations in compliance with Pomona Municipal Code Chapter [75](#) and Government Code Section [65850.7](#), as amended by [AB1236](#) in 2015.

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check One
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"/>
Other (provide detail):	Provide rating:	<input type="checkbox"/>

Permit Application Requirements:

A. 3 sets of plans on 11" x 17" or larger sheets. Site address and designer's name and contact information on all sheets.	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Title Sheet with scope of work description, applicable building codes and standards.	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Site or Floor Plan showing location, type and mounting height of proposed EVCS, existing and new service panels and sub-panel (show amperage).	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Single-Line Diagram and Panel Schedule. Show size and type of conductors, raceway and circuit breaker(s).	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. Show existing/ new lighting switches and other equipment in garage to avoid tripping hazard from EV charging cords.	<input type="checkbox"/> Y	<input type="checkbox"/> N
F. Electrical Service Load Calculations per CEC 220. EVCS charging circuit shall be sized for a continuous load of 125%.	<input type="checkbox"/> Y	<input type="checkbox"/> N
G. EVCS Manufacture Installation Details and Specifications.	<input type="checkbox"/> Y	<input type="checkbox"/> N

Avoidance of Specific Adverse Impacts

A. Does the site plan address tree canopy and landscaping by meeting the following requirements?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) No net loss of trees	<input type="checkbox"/> Y	<input type="checkbox"/> N
a. If trees are proposed to be removed, they are being replaced on-site a ratio of 2:1?	<input type="checkbox"/> Y	<input type="checkbox"/> N

2) No net loss of landscaping	<input type="checkbox"/> Y	<input type="checkbox"/> N
a. If landscaping is proposed to be removed, equivalent landscaping is being proposed?	<input type="checkbox"/> Y	<input type="checkbox"/> N
More than 500 square feet of landscaping is being disturbed? (Landscape Plan Check required for disturbance of more than 500 square feet of landscaping)	<input type="checkbox"/> Y	<input type="checkbox"/> N

B. Does the site plan address walkability and auto dependence by meeting the following requirements?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) EVCS not sited in frontage or front yard setback?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) EVCS sited to not be visible from public right of way?	<input type="checkbox"/> Y	<input type="checkbox"/> N
a. If so, is the equipment or EVCS completely screened?	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) EVCS not sited on existing city easements?	<input type="checkbox"/> Y	<input type="checkbox"/> N
4) There are no new above-ground utility poles?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Project Address: _____

Applicant Signature: _____

Applicant's Printed Name/Date: _____

INSTRUCTIONS

Information provide in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

This checklist is intended for an expedited EVCS permitting process. Submit electronically on the City's website or submit (2) sets of hard copy plans minimum 11" x 17" or larger. To submit application and electronic plans, upload documents to: solarsubmittals@pomonaca.gov. Please complete this form by checking the appropriate boxes based on information presented on the plans and supporting documentation. **If any items are checked "NO", please revise plans to comply with the eligibility checklist.** Otherwise, the permit application may go through the standard plan review and approval process.

In most cases, expedited plan review will be performed over the counter hours or it may take up to 10 business days to complete expedited review for large and/or complex projects. Building counter staff will determine eligibility for over the counter expedited review at the time of building permit application.

PERMIT FEES

Permit fees will be in accordance with current Adopted Fee Schedule. Please contact Building Division Technicians for additional information.

INSPECTION PROCEDURES

One inspection is required after the new wiring and charger unit is installed. However, additional inspections may be required depending on the scope of work. The building inspector will let you know if there are additional inspections. For each inspection, the Permit Card and Approved Owner Copy of the plans must be presented to the inspector. The manufacture's installation guidelines shall be available for the building inspector at the job site during the inspection as well. A representative of the installing contractor must be on-site for all inspections.

Permits shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance.

To schedule an inspection, use the Building Division Online Inspection Request [HERE](#) or contact the Building Division at (909) 620-2422.