



Non-residential EV Charging

Development Services

Building Division
505 S. Garey Avenue
(909) 620-2191
www.pomonaca.gov

NON-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 checked="" type="checkbox"/>
Other (provide detail): _____	Provide rating: _____	<input type="checkbox"/>

Permit Application Requirements:

A. Does the application include EVCS manufacture’s specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include electrical service panel upgrade?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9 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?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Site Plan and Single Line Drawing:

A. Is a site plan and separate electrical plan with single-line diagram included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625,52 {B}) , is mechanical plan included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N

B. Is the site plan fully dimensioned and drawn to scale?	<input type="checkbox"/> Y	<input type="checkbox"/> N
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1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<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
b. 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

Compliance with the 2022 California Electrical Code:

A. Does the application include EVCS manufacture’s specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for additional breakers?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150 V to ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting mean provided in a readily accessible location in line of site and within 50’ of EVCS. (CEC 625.43)	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225.61)	<input type="checkbox"/> Y	<input type="checkbox"/> N

2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300.5)	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Compliance with 2022 California Green Building Standards Code (CGBSC):

A. Does the CAL Green EV Readiness installation requirements apply to this project?		
1) Do the plans demonstrate conformance with CGBSC Table 5.106.5.3.1 for the minimum required number of charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N
	<input type="checkbox"/>	<input type="checkbox"/>

Compliance with 2022 California Building Code, Chapter 11-B Accessibility Features:

A. Do the plans clearly depict all required accessible EVCS features for the disabled?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the plans detail compliance with the accessible EVCS features required by CBC 11B-812 and Figure 11B-812.9?	<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.