CITY OF SAN MATEO

COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
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(650) 522-7000

EVSE PERMIT STREAMLINING REVIEW CHECKLIST

- This checklist is applicable to **all non-residential projects, mixed-use and multi-family dwellings with common parking garages**. Plans and specifications are required and will be reviewed in accordance with AB970.

- Projects for **detached one-and two-family dwellings, efficiency dwelling units, townhomes (common/public areas excluded) and accessory dwelling units** are exempt from plan review and eligible for EXPRESS PERMIT processing.

Project Type: ☐ Office ☐ Mixed-Use Residential/Office Other: _____

Project Address: _____

GENERAL

The purpose of this checklist is to verify health and safety requirements when preparing plans and documents and determining eligibility for expedited plan review of EVSE (Electrical Vehicle Supply Equipment) in compliance with AB970, AB1236, San Mateo Municipal Code Chapter 23.44.050(c) and California Government Code Section 65850.7.

PLAN REVIEW

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

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	☐
Level 2 – 3.3 kW (low)	208/240 VAC at 20 or 30 Amps	☐
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	☐
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	☐
Level 2 – 19.2 kW (highest)	208/240 VAC at 100 Amps	☐
DC Fast Charging (specify): _____	Provide rating: _____	☐

If any items below are checked "NO", please revise your plans to comply with this eligibility checklist.

Permit Application Requirements:	Yes	No
A. Application submittal includes EVSE manufacturer's specs and installation guidelines.	☐	☐

Electrical Load Calculation Worksheet:	Yes	No
A. Electrical load calculation worksheet included. (**CEC 220**)	☐	☐
B. An electrical service panel upgrade is included on the application and plans, per the load calculation worksheet. (Check Yes, if not applicable)	☐	☐
C. The charging circuit is appropriately sized for a continuous load of 125%.	☐	☐
D. A completed circuit card/panel schedule with electrical calculations is included with the single line diagram.	☐	☐

Site Plan and Single Line Drawing:	**Yes**	**No**
A. Site plan shows property lines, easements, and separate electrical plan with a single-line diagram included with the permit application.	☐	☐
1) If mechanical ventilation requirements are triggered for indoor venting requirements **(CEC625.52(B))**, is a mechanical plan included?	☐	☐
B. Site plan fully dimensioned and drawn to scale.	☐	☐
1) Shows location, size, and use of all structures	☐	☐
2) Shows street trees of any size and/or trees onsite larger than 10" in trunk size within 30' of the project. (Check Yes, if none exist)	☐	☐
3) Shows location of electrical panel to charging system and all new equipment	☐	☐
4) Shows type of charging system and mounting	☐	☐
C. Project does not alter/re-stripe more than 10 standard, non EVSE parking spaces.	☐	☐
D. Proposed EVSE parking stalls meet the required stall, drive aisle and backup dimensions per City of San Mateo Parking Standard Drawings, including a vertical clearance of not less than seven (7) feet over the entire parking stall area.	☐	☐
E. The proposed EVSE is less than three (3) feet in height within the 45' sight triangle for uncontrolled intersections, 25' sight triangle for controlled intersections, and 10' sight triangle on each side of a driveway. (*Sight triangle at the intersection means the triangular area of private property formed by the extension of intersection curb lines, or pavement edge where no curb exists, and the diagonal line connecting the point on each of the two streets. Sight triangle at the driveway means the triangular area of private property formed by lines from the edge of driveway and edge of sidewalk.)*	☐	☐
F. An Encroachment Permit Application has been submitted for any work occurring in the Public Right of Way. (Check Yes, if no work is occurring in the Public Right of Way)	☐	☐

Compliance with California Electrical Code:	**Yes**	**No**
A. Submittal includes EVSE manufacturer's specifications and installation guidelines.	☐	☐
B. Electrical plan identifies the amperage and location of existing electrical service panel.	☐	☐
1) If yes, does the existing panel schedule show room for additional breakers?	☐	☐
C. If the charging unit is rated more than 60 amps or more than 150V to ground, disconnection means provided in a readily accessible location in line of site of the EVSE. **(CEC 625.43)** (Check Yes, if not applicable)	☐	☐
D. The charging equipment has a Nationally Recognized Testing Laboratory (NRTL) approved listing mark. (i.e. UL 2202/UL 2200, etc.)	☐	☐
E. Trenching details are provided and complies with electrical feeder requirements from structure to structure. **(CEC 225)** (Check Yes, if not applicable)	☐	☐
1) The trenching complies with minimum cover requirements for wiring methods or circuits. 18" or 24" for direct burial per **CEC 300**. (Check Yes, if not applicable)	☐	☐

Compliance with California Green Building Standards Code (CGBSC) and San Mateo Reach Code:

	Yes	No
A. Plans demonstrate conformance with **SMMC Chapter 23.70** for the minimum required number of charging spaces for new buildings. (Check Yes, if not applicable)	☐	☐
B. Plans comply with the design requirements set forth in **SMMC Chapter 23.70.050** for multiple charging spaces in new non-residential and mixed-use projects. (Check Yes, if not applicable)	☐	☐
C. EVCS serving multifamily dwellings or mixed-use projects complies with accessibility requirements per **SMMC Chapter 23.70.040** for dimensions, number and type of accessible parking spaces and accessibility for residential parking spaces. (Check Yes, if not applicable)	☐	☐

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

	Yes	No
A. Plans clearly depict all required accessible EVCS features for the disabled.	☐	☐
1) Plans identify the correct number and type of accessible EVCS stalls required in accordance with **Table 11B-228.3.2.1**.	☐	☐
2) Plans comply with the accessible EVCS features required by **Section 11B-812** and **Figure 11B-812.9**.	☐	☐

Submit electronic files at Citizen Self-Service (CSS), per San Mateo File Formatting Requirements For Digital Plan Review Submittal. Please email building.info@cityofsanmateo.org for application submittal assistance and permit fee inquiries.

Company Name: _____

Applicant: _____

Address: _____

Signature: _____ **Date:** _____

Revised 1/29/2024