



FORM-019

Express Permit Checklist for Residential Electric Vehicle Charger

This Express Permit Checklist (Checklist) applies to minor construction work to install a residential electrical vehicle charger (REVC) to one- or two-family dwellings. This Checklist is intended to be a simple check to demonstrate reasonable assurance that the design and installation of REVC complies with the 2019 Edition of the California Electrical Code (CEC), California Energy Code (CEEC), California Building Code (CBC) and the Long Beach Municipal Code (LBMC). If a project meets the criteria on this Checklist (all boxes are marked as “Y” and the type of REVC is selected), then the need for a formal plan review submittal MAY be avoided and a streamlined permit issuance process may be granted. Refer to [Information Bulletin IB-049 Guideline for Express Permit of Residential EV Charger](#) for additional information.

Please identify the type of REVC to be installed:

TYPE OF REVC	POWER LEVELS – VOLT ALTERNATING CURRENT (VAC)	select one
LEVEL 1	110/120 VAC at 15 or 20 amps	
LEVEL 2	208/240 VAC at 40 amps or below	
	208/240 VAC over 40 amps at existing service rated at minimum 200A	
	208/240 VAC over 40 amps with service upgrade to minimum 200A	

GENERAL REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

1. [Plot Plan](#) form is completed and provided that depicting location of the REVC and electrical panel; identify amperage; show where conduit and/or trenching is/are proposed, and reflects the information contained and acknowledged on this Checklist Y N
2. REVC is not located in a Coastal Zone Y N
3. REVC is not located in a Historic District or on a qualified historical building or property Y N

ELECTRICAL REQUIREMENTS

(please check box, Y = Yes or True, N = No or False)

4. REVC will be installed in accordance with the indoor/outdoor installation requirement per the manufacturer’s guideline Y N
5. Electrical panel has an extra breaker slot to accommodate the REVC installation Y N
6. REVC supply equipment has an approved listing mark by a Nationally Recognized Testing Laboratory Y N
7. REVC will be protected by a safety bollard where potential striking may exist as determined by city inspector; bollard will be a min. of 3’-0” tall x 3” diameter with 2’-0” min. embedment in concrete footing and distanced 1’-0” from the REVC Y N
8. REVC supply equipment will have a coupling means mounted at a height not less than 18” (indoor use) or 24” (outdoor use) from grade per CEC 625.50, unless instructed otherwise by the manufacturer’s guideline Y N
9. Wall or pole-mounted station and enclosure will be installed at a height between 36” and 48” from grade Y N
10. REVC will have sufficient working space (30” wide, 3’-0” depth, 6’-6” high) for safe operation and maintenance per CEC 110.26. Y N
11. Installation will comply with the requirements in copper wires shown below: Y N
 - Provide #12 AWG conductors not more than 75’-0” for 20A circuit; or
 - Provide #10 AWG conductors not more than 75’-0” for 30A circuit; or
 - Provide #8 AWG conductors not more than 75’-0” for 40A circuit; or
 - Provide #6 AWG conductors not more than 75’-0” for 50A circuit; and
 - Provide a disconnect switch at the REVC when it is not within 50’-0” from the breaker

Complete and submit the appropriate [Express Permit Application](#) to the Building and Safety Bureau begin the express permit issuance process. Refer to [Information Bulletin IB-058 Express Permit Service](#) for additional information.

ACKNOWLEDGMENT STATEMENT

I/We, the undersigned contractor(s)/installer(s) responsible for the design and installation of a REVC, understand that the permit will be issued based upon the checked "Y" and completing the required information to all of the above questions. I/We understand that if any questions are checked "N" or incomplete information to all of the above questions, I/We will revise the design to fit the criteria of this Checklist; otherwise the permit application may be required to go through the standard plan review process. I/We acknowledge that the construction documents, which are neither reviewed nor approved by the City, reflect the criteria of this Checklist. I/We assume all risk/responsibility if the installation of the work deviates from this Checklist and will strictly adhere to all code requirements and make the necessary changes to the installation. I/We understand that this permit conveys no vested rights in the event a conflict with any codes, local ordinances, and state laws are later identified as part of the inspection process. We further understand that any correction, removal or change of any portion of the installation will be done at the sole expense/liability of the contractor(s)/installer(s).

Job Address: _____ Permit #: _____

Contractor/Installer: _____ License # & Class: _____

Signature: _____ Date: _____ Phone #: _____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.