



PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL ELECTRIC VEHICLE CHARGING SYSTEM (EVCS) CHECKLIST

APPLICABLE CODES: 2025 California Building Standards Code as adopted by PAMC Chapter 15.04 & Chapter 16. This submittal checklist outlines the minimum requirements for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents must be submitted electronically through Accela Citizen Access (ACA). Please see the following webpage for instructions on how to submit your application - www.paloalto.gov/BuildingPermit

Please submit ONLY TWO TOTAL FILES in PDF FORMAT. Files are titled C#_"PROJECT ADDRESS"_DOCS, C#_"PROJECT ADDRESS"_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1, for Cycle 1.

PLAN File (titled C#_"Project Street Address"_PLAN.pdf")

- Site Plan
 - Identify location of proposed Electric Vehicle Supply Equipment (EVSE)
- Floor Plans, if equipment is installed indoors
 - location of proposed equipment, including panelboards and standalone disconnects
 - Vehicular protection in garage (if applicable)
- Elevation Plans, if structure or equipment is in flood zone.
 - Lowest part of equipment must be installed 1 foot above Base Flood Elevation (BFE).
- Three-line Electrical Diagram

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")

- Manufacturer specification sheets
- [EVCS Information for Utilities Dept.](#)

INSPECTION INFO

Large format/job copy of approved plans, permit card, and installation instructions shall be available on site at time of inspection.

Required Inspections - others may be necessary

- 720 EVCS Final

Inspection Guidelines

- [EVCS Guideline](#)