

Town of Woodside, Building Division
 2955 Woodside Rd.
 Woodside, Ca. 94062
 (650) 851-6796
www.woodsideca.gov

Electric Vehicle Charging Stations Submittal Checklist and Guidelines

Electric Vehicle Charging Station submittal requirements are listed below, please submit the applicable items listed below and include this checklist with your submittal. This handout is designed for the average submittal. Each project is individual, additional submittal requirements and or information may be necessary based on the scope of the project.

Submittal Process Guidelines:

- Apply for Permit via email to projectmanagers@woodsideca.gov. Provide applications and supporting documents in PDF format.
- Include a complete and accurate scope of work. All elements of the project and proposed work shall be included in the written scope of work on the application and title sheet of the plans.
- For commercial properties where you are not the owner, provide a letter from the property owner stating that they have reviewed the plans and authorize the work to be performed on their property.

Plan Requirements: The Town of Woodside is now accepting digital (electronic) plans and documents for the building permit submittal. Minimum plan size: 11" X 17"; Maximum plan size: 24" X 36".

- Provide a Site Plan, the plans shall include the following details:
 - The location of charging station(s), electrical service, disconnects, existing premise wiring electrode, all trenching, setbacks for EVCS, setbacks from property line, easements, roads, creeks or streams, and other significant features on the property.
 - Complete device details shall be displayed on the plans. Indicate the charger level, number of chargers proposed, conduit size, type and location, manufacture, and model.
 - Indicate the size of the main electrical panel, sub-panels and disconnects.
 - Indicate attachment method of devices.
 - Provide the size and amperage, circuits to be energized, and load calculations.
 - Indicate the charger level 1, 2 or 3 (see table below). For level 3 charge stations provide: voltage (V), current (A) and power (kVA).

Level	Voltage (V)	Maximum Current (A)	Frequency (Hz)	Power (kVA)
1	120	12	60	1.4
2	208 / 240	32	60	6.7 / 7.8
3	High Power, High Speed Charging – Defined by Manufacturer’s Requirements			

- A three-line diagram must be included. Complete the diagram on page 2.
- Project address and document type shall be the titles for each PDF document.
- All plan sheets shall be signed by the plan designer.

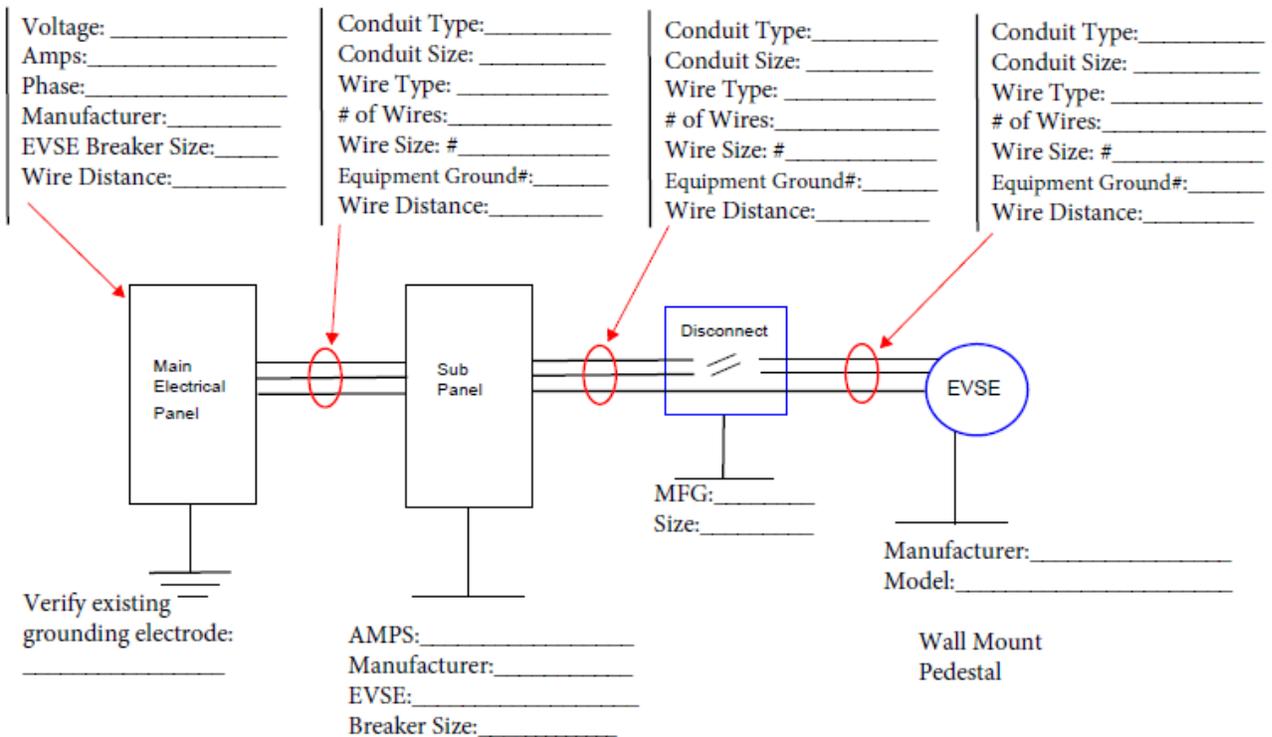
Supporting Documents Required:

- Manufacture’s Installation Manual
- Product Specification Manuals

I have read the above information and have submitted the required information and documents.

SIGNATURE: _____ **DATE:** _____

Town of Woodside Three-line Diagram Electric Vehicle Charging Station



Project Address: _____

Permit #: _____

Applicant Name: _____