



City of Cerritos Department of Community Development
Civic Center • 18125 Bloomfield Avenue
P.O. Box 3130 • Cerritos, California 90703-3130
Phone: (562) 916-1201 • Fax: (562) 916-1371
www.cerritosgis.com • www.cerritos.us

ELECTRIC VEHICLE CHARGING STATION COMMERCIAL/INDUSTRIAL APPLICATION CHECKLIST

ELECTRIC VEHICLE CHARGING STATION COMMERCIAL/INDUSTRIAL APPLICATION

Submittal requirements for Electric Vehicle Charging Station Commercial/Industrial Application are listed below. Please include the following items:

1) PLANNING APPLICATION: Electric Vehicle Charging Station Commercial/Industrial Application

- Complete all sections (incomplete applications will delay processing time)
- Include all required plans/drawings/calculations listed in the application
- Property owner's signature required

If you have any questions, please call the Planning Division at (562) 916-1201.

2) BUILDING PERMIT APPLICATION

- Complete all sections (incomplete applications will delay processing time)
- Complete Declaration Form
 - If owner-builder, complete columns 1 and 3
 - If contractor, complete columns 2 and 3

If you have any questions, please call the Building & Safety Division at (562) 916-1209.

Submit forms together, with all required plans/drawings, at

https://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form

For more detailed information regarding the process for online submittal, please read the *Planning/Building Interim Electronic Submittal Procedure* at

http://www.cerritos.us/BUSINESSES/_pdfs/interim_electronic_submittal_procedure.pdf

3) BUSINESS LICENSE REQUIREMENT

If you are a contractor, you must have a valid City of Cerritos business license.

Please call the Business License Division at (562) 916-1236 to confirm active status or apply at

http://www.cerritos.us/BUSINESSES/business_licenses.php

For more detailed information regarding the process for online submittal, please read the *Business License Interim Electronic Submittal Procedure* at

http://www.cerritos.us/BUSINESSES/_pdfs/interim_business_license_procedure.pdf

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ELECTRIC VEHICLE CHARGING STATION APPLICATION COMMERCIAL/INDUSTRIAL

**FOR OFFICE
 USE ONLY**

A/P# _____

Commercial electric vehicle charging station installations are governed by Subsection 15.12.060 of the Cerritos Municipal Code, and Title 27 of the Los Angeles County Electrical Code.

1.0 OWNER INFORMATION

1.1a Property

Owner Name(s): _____ 1.1b Phone number: _____

1.2a Property

Owner Name(s): _____ 1.2b Phone number: _____

1.3 Property address: _____

2.0 ELECTRIC VEHICLE SERVICE EQUIPMENT

2.1 Name of contractor/

entity performing work: _____ 2.2 Contact name: _____

2.3 City business license #: _____ 2.4 State license #: _____

2.5 Electric vehicle charging station rating (Please check one):

	Type of Charging Station	Power Levels (Proposed Circuit Rating)
<input type="checkbox"/>	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 type="checkbox"/>	DC Fast Charging	440 or 480 VAC
<input type="checkbox"/>	Other: _____	Provide rating: _____

3.0 ELECTRICAL LOAD CALCULATION WORKSHEET

3.1 Has an electrical load calculation worksheet been provided as an attachment to this application (required)?

Yes No

3.2 Based on the load calculation worksheet, is a new electrical service panel upgrade required?

Yes (Applicant must ensure plans, as required by Section 5.0 of this application, include the electrical service panel upgrade)

No

3.3 Is the charging circuit appropriately sized for a continuous load of 125%?

Yes No

3.4 If charging equipment is a Level 2 – 9.6 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, as required by Section 5.0 of this application?

Yes No Not Applicable

4.0 LANDSCAPING & CIRCULATION

4.1 Will the electric vehicle charging station(s) displace existing landscaping?

Yes – Area of square feet to be displaced: _____ No

4.2 Will the proposed electric vehicle charging station reduce the number of parking spaces?

Yes – Number of spaces displaced: _____ No

4.3 Will the location of the electric vehicle charging station change the site circulation patterns?

Yes No

5.0 SITE PLAN AND ELECTRICAL PLAN

Check the boxes below to acknowledge the submittal of the specified plans with this completed application, for the installation of electric vehicle charging stations. **Three (3) copies of plans** are required as specified below:

5.1 Electric vehicle charging station manufacturer's installation instructions and specifications. All electric vehicle charging station equipment shall be certified by a Nationally Recognized Testing Laboratory (ETL/UL). The electric vehicle service equipment UL number shall be provided on the plans accordingly.

5.2 Site plan (minimum 11" x 17") showing:

- 5.2a: Property address
- 5.2b: North arrow
- 5.2c: Scale
- 5.2d: Property lines, streets, sidewalks, and public right-of-way (if applicable)
- 5.2e: Parking space dimensions
- 5.2f: Location of existing landscape planters, sidewalks, and underground pipes and valves in the vicinity of the proposed charging station equipment
- 5.2g: Location of all existing and proposed charging stations, panel boards, and any other service equipment
- 5.2h: Location of electrical panel to charging station
- 5.2i: Type of charging system and mounting
- 5.2j: Clearances of charging station locations, including location of additional meters, if applicable
- 5.2k: Landscape planting plan for affected landscape areas

5.3 Charging station equipment details, including dimensions and colors

5.4 Electrical plan with single-line diagram

Property Address: _____
(same as item 1.3 on page 1)

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6.0 CHECKLIST REQUIREMENTS AND RECOMMENDATIONS

Section A and Section B provide requirements and recommendations for electric vehicle charging stations.

Section A: Checklist of Requirements for Expedited, Streamlined Permitting

In order to be considered for expedited permitting, the proposed electric vehicle charging station must meet all requirements of Section A. Section A satisfies the checklist requirement of California Government Code Section 65850.5(g), as amended under Assembly Bill 1236 (2015).

- A.1 State Law Definition.** The electric vehicle charging station shall mean "any level of electric vehicle supply equipment" which "delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle", as defined in California Government Code Section 65850.7(i)(3).
- A.2 Code Compliance.** Electric vehicle charging stations and all equipment shall conform to all applicable provisions and requirements of the County of Los Angeles Building, Residential, Electrical, Mechanical, Plumbing, and Fire Codes, adopted by reference by the City of Cerritos in Cerritos Municipal Code Chapters 15.04, 15.06, 15.12, 15.16, 15.20, and 15.24 respectively.
- A.3 Site Plan and Electrical Plan.** Three (3) copies of the site plan and electrical plan are required upon submittal of this application. Specifications are provided in Section 5.0 of this application.

Section B: Checklist of Recommendations and Design Guidelines

Section B provides recommendations and design guidelines for electric vehicle charging stations. The following guidelines are strongly suggested in order to maintain consistency with the City's high quality design standards for residential properties.

- B.1 Minimize Visible Conduits.** Visible conduits, piping, or wiring should be minimized to the extent feasible.
- B.2 Paint Conduits to Match Surface.** All conduits should be painted to match the color of the surface on which they are mounted.
- B.3 Tidy Grounding Wire Conduit Installation.** Grounding wire and its flexible conduit should be installed in a tidy fashion, with straight vertical and horizontal runs, along its entire length. Said conduit should follow the same guidelines above regarding painting and location.

7.0 BUILDING AND SAFETY APPLICATIONS

A Building/Plumbing/Electrical/Mechanical Permit Application from the Cerritos Building and Safety Division will also be required together with this Commercial/Industrial Electric Vehicle Charging Station Application. Both applications are available for download from the City of Cerritos website at www.cerritos.us under **BUSINESSES » Planning and Building Permits » Building and Safety Permit Applications and Information.**

Property Address: _____
(same as item 1.3 on page 1)

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8.0 ACKNOWLEDGEMENT

By signing below, I acknowledge an understanding of the following declarations:

8.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of this application.

8.2 Conditions of Approval. I understand and will comply with the following conditions of approval, and I understand that the electrical vehicle charging station(s) will not receive a final approval until all of the requirements and conditions have been completed:

- 8.2a: The requirements of Section 6.0 of this application are hereby incorporated as conditions of approval, unless expressly and individually waived in writing by the City of Cerritos.
- 8.2b: The electric vehicle charging station(s) shall conform to the provisions and requirements of the County of Los Angeles Building, Residential, Electrical, Mechanical, Plumbing, and Fire Codes.

8.3 Construction. Hours and days of construction are limited to the following:

- Monday to Friday: 7:00 a.m. to 6:00 p.m.
- Saturday: 10:00 a.m. to 5:00 p.m.
- Sunday/City-Observed Holiday: No work permitted

8.4 Permit and Plan Adherence.

- 8.4a: No work of any type shall occur unless all required approvals and permits are obtained.
- 8.4b: The undersigned warrant that the plans submitted for review in connection with this application are complete and accurate. Approval of the submitted plans is subject to the applicant having submitted accurate dimensions and information. If, during construction, it is found that the approved plans did not have accurate dimensions and/or information, the City of Cerritos may require the work to cease until revised, accurate plans are submitted to the Department of Community Development for review in accordance with the requirements set forth herein.
- 8.4c: All improvements shall be constructed in accordance with the approved plans. If, during construction, modifications or deviations from the approved plans are deemed necessary, any and all such modifications shall be submitted in the form of revised plans to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and reconstructed in accordance with the approved plans.

8.5 Penalties for Violation. A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

Property Address: _____
(same as item 1.3 on page 1)

<p>FOR OFFICE USE ONLY A/P# _____</p>

I acknowledge and understand the guidelines and declarations contained herein, and will completely abide by them.

8.6 Property Owner's signature: _____ Date: _____

8.7 Business Owner's signature
(if different than Property Owner above): _____ Date: _____

8.8 Contractor's signature: _____ Date: _____

8.9 Property address: _____
(same as item 1.3 on page 1)

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<p>Planner check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signature of both property owner and contractor are provided, as well as business owner, if applicable <input type="checkbox"/> Project complies with application requirements <input type="checkbox"/> Computer permit entry: <ul style="list-style-type: none"> <input type="checkbox"/> Check cases for existing notes <input type="checkbox"/> Check for expired permits requiring resolution <input type="checkbox"/> Check that a permit is not already entered for this application and property <input type="checkbox"/> Computer codes: TRADE PERMIT » ELEC <input type="checkbox"/> Property owner information is current (GIS); if not, request a copy of the grant deed to confirm ownership as a condition of permit issuance <input type="checkbox"/> Enter permit data <p>Project Reference Number:</p> <p>A/P# _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign and date approval area <input type="checkbox"/> Refer to Building and Safety Division for permit 	<p style="text-align: center;"><u>City of Cerritos</u> <u>Planning Approval</u></p> <hr/> <p>Staff Signature</p> <hr/> <p>Date</p> <p>Issuance of the permit shall not be construed as final approval of this installation. No final shall be issued unless all conditions of approval above have been completed.</p>

Property Address: _____
(same as item 1.3 on page 1)

<p>FOR OFFICE USE ONLY A/P# _____</p>
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City of Cerritos
 18125 Bloomfield Avenue
 Cerritos, CA 90703
 (562) 916-1209

**Department of Community
 Development**
 Building and Safety Division

(For office use only)

Building Permit #: _____

Trade Permit #: _____

Parent Permit#: _____

Building/Plumbing/Electrical/Mechanical Permit Application

Applicant's Name: _____

Company Name (if applicable): _____

Tel. No: _____ Email: _____ Date: _____

Job Site Address: _____ Suite: _____

Work Description: _____

Is this an owner-builder project?

Yes, this is an owner-builder project. As the applicant for an owner-building project, you are required to complete columns 1 and 3 of attached Declaration Form.

Is the job site address your primary residence? Yes No (If no, an owner-builder project is not permitted, and the owner must contract exclusively with a licensed contractor.)

No, this is not an owner-builder project. Complete columns 2 and 3 of the attached Declaration Form.

Project Valuation: _____ APN#: _____

Project Size (sq.ft.): _____ Buildings on Lot: _____ # of Stories _____

Construction Types: _____ Occupancy Groups: _____

Type of Permit(s) Requested: Building Plumbing Electrical Mechanical

Owner/Business Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Contractor Name: _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

License No: _____ Class: _____ Expiration Date: _____

City Business License No: _____ Expiration Date: _____

(Please fill out attached Licensed Contractor's Declaration Form)

Architect/Engineer Name: _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

License No: _____ Class: _____ Expiration Date: _____

JOB ADDRESS
LOCALITY

COLUMN 1

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code): Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.)

() I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

() I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code. The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contractors for the projects with a license Contractor pursuant to the Contractors' State License Law.)

() I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Date: _____

Signature of Property Owner or Authorized Agent

COLUMN 2

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No. _____

Date _____ Contractor Signature _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES ARE PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier	Policy Number	Expiration Date
_____	_____	_____

Name of Agent	Phone Number
_____	_____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions

Signature of Applicant

Date

COLUMN 3

HAZARDOUS MATERIAL DECLARATION

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amount specified on the hazardous material information guide?

Yes No

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for guidelines.

Yes No

I have read the hazardous materials information guide and the SCAQMD permitting checklist. I understand my requirements under the Los Angeles County Code Title 2, Chapter 220 Sections 220.100 through 220.140 concerning hazardous material reporting and for obtaining a permit from the SCAQMD.

ASBESTOS NOTIFICATION

Notification letter sent to SCAQMD or EPA

I declare that notification of asbestos removal is not applicable to addressed project.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a Construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code)

Lender's Name

Lender's Address

By my signature below, I certify to each of the following:
I am the property owner or authorized to act on the property owner's behalf.

I have read this application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives of this county to enter the above-identified property for inspection purposes.

Signature of Property Owner or Authorized Agent

Date