



# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **BUILDING AND GRADING**
- STEP 2:** Select project type: **RESIDENTIAL ELECTRIC VEHICLE CHARGING STATION (EVCS)**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

## ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. For single-family dwellings or townhomes with a private garage and their own main electrical panel, your electrical professional/contractor will need to complete the EVCS Permit Worksheet
3. For condominiums that share an electrical main panel with other condominiums, your electrical professional/contractor will need to provide information outlined in the EVCS Electrical Plan Requirements
4. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.
5. Please note, depending on the specifics of your project, additional plans, details, forms, exhibits, or support documents may be requested through the plan check process.

## DOCUMENTS

[Building Permit Application](#)

**Single Family Detached, Duplex, or Townhouse Unit\* with a private garage and dedicated main electrical panel**

\*A Townhouse Unit is an attached single family dwelling unit that extends from foundation to roof and has a yard or public way on not less than two sides

- Electronic/Digital Signature Disclosure
- EVCS Permit Worksheet
- Residential Take-off Sheet

**All other residential applications**

- Electronic/Digital Signature Disclosure
- EVCS Permit Worksheet
- [EVCS Electrical Plan Requirements](#)
- Residential Take-off Sheet
- Manufacturer's Specifications
- Single Line Diagram
- FOR MULTI-FAMILY PROJECTS: Site Plan/Floor Plan showing EVCS location



COMMUNITY DEVELOPMENT  
Building and Safety

# BUILDING PERMIT APPLICATION

<b>FOR OFFICE USE ONLY</b>	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____
EXP DATE:	_____

PROJECT ADDRESS		SUITE	GRID NUMBER
TRACT		LOT	UNITS
RESIDENTIAL TRACTS: PRODUCT NAME		PHASE	VILLAGE
PERMIT TYPES APPLIED FOR			
<input type="checkbox"/> RESIDENTIAL BUILDING <input type="checkbox"/> COMMERCIAL BUILDING <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> NON-STRUCTURAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL			

APPLICANT INFORMATION			PROJECT INFORMATION			
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK			
ADDRESS	CITY	ZIP				
CONTACT	PHONE					
EMAIL			RELATED GRADING CASE/OTHER RELATED CASES			
OWNER OF THE PROPERTY			DOES THE SCOPE INCLUDE AN ACCESSORY DWELLING UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS	CITY	ZIP	DOES THE PROPOSED SCOPE INCLUDE SOLAR PHOTOVOLTAIC INSTALLATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
CONTACT			OCCUPANCY GROUP(S)	CONSTRUCTION TYPE		
PHONE	EXT	FAX	OCCUPANCY CURRENT	PROPOSED		
TENANT NAME			VALUATION	NO. OF STORIES	SPRINKLERS	A/C
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY**

BUILDING: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_  
 ENERGY: \_\_\_\_\_ MECHANICAL: \_\_\_\_\_  
 ZONING: \_\_\_\_\_ PLUMBING: \_\_\_\_\_  
 WMPB: \_\_\_\_\_ AUTOMATION: \_\_\_\_\_

**TOTAL PLAN CHECK FEES: \$** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_ **CUSTOMER #:** \_\_\_\_\_  
 IFAS#: \_\_\_\_\_ EST INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ SUB INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ TMPL#: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ WMPB#: \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.**

**EXISTING BUILDINGS**

**CHECK ALL THAT APPLY TO YOUR SCOPE OF WORK**

INT. ALT. \_\_\_\_\_ sq.ft.     DEMOLITION \_\_\_\_\_ sq.ft.  
 EXT. ALT. \_\_\_\_\_ sq.ft.     REPAIR \_\_\_\_\_ sq.ft.  
 ADDITION \_\_\_\_\_ sq.ft.     PARKING LOT \_\_\_\_\_ sq.ft.  
 NO. OF SPACES \_\_\_\_\_

**NEW BUILDINGS ONLY**

**COMMERCIAL: Complete data sheet for multiple buildings.**

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_  
 TOTAL SQ. FT. OF ALL BUILDINGS: \_\_\_\_\_

**RESIDENTIAL: Complete data sheet for multiple floor plans.**

CHECK ONE:  MODELS     PRODUCTION  
 CHECK ONE:  SFD     DET CONDO  
 CHECK ONE:  ATT CONDO     APT

TOTAL NUMBER OF DWELLING UNITS: \_\_\_\_\_  
 TOTAL SQ. FT. OF DWELLING UNITS: \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ PRINT APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_



# RESIDENTIAL TAKE-OFF SHEET

PROJECT ADDRESS

## ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E2R	Electrical Appliances (Hard Wired)	
E4R	Lighting Fixtures and Switches	
E7.1R	Branch Circuits (including breaker and J-boxes)	
E6.1R	New Meter/Service	
E7R	Outlets, Receptacles and Irrigation Controllers	
E20R	Panelboard/Switchboard	
E5.7	Power Apparatus (Motors, Cooking Equipment, Rectifiers, Capacitors, Transformers, KVA/HP/KW)	

## MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2A	Furnace (up to and including 100,000 BTU - 2,000,000 BTU)	
M4.1A	Non-HVAC Vent Systems	
M4R	Environmental Vent Systems	
M8R	Registers and Grilles	
M14R	Incidental Gas Piping	
M15R	Install and/or Relocate Space Heater (Fireplace, Wall Heater, etc.)	
M19R	Residential Air Conditioning	

## PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2R	Plumbing Fixtures (Including Sump Pumps, Sewage Ejectors, Back Flow Devices)	
P3R	Dishwasher	
P4R	Garbage Disposal	
P5R	House Sewer (Line or Connection)	
P12R	Water Heater and/or Vent	
P13R	Gas Outlets	
P17R	Repair/Alter to Water Piping (Including Water Treatment Systems such as Softeners and Filters)	
P18R	Repair/Alter to Waste and Vent Piping	



# ELECTRIC VEHICLE CHARGING STATION (EVCS) PERMIT WORKSHEET

Complete worksheet to obtain an electrical permit to install Electric Vehicle Charging Station (EVCS) in a garage or carport serving a single family home, or within a private garage serving a condominium provided the electrical panel serving the installation is rated for 100 Amps or more and it is not connected to a common main panel.

**NOTE:** Installations served by an electrical service of subpanel rated for less than 100 Amps cannot be permitted using this worksheet as justification, using the Standard Method of Part III Feeders and Service Load Calculations of Article 220 of the California Electrical Code is required [Art. 220.82(A)].

PROJECT ADDRESS

THE PROPOSED INSTALLATION WILL SERVE (Check one)

- SINGLE FAMILY DWELLING; The location of the EVCS is within a private garage or carport.
- CONDOMINIUM; The location of the EVCS is within a private garage and electrical panel serving the installation is not connected to a common main panel.

ELECTRIC SERVICE (Check the size of the electric service or subpanel serving the proposed installation)

- 100 Amps
- 200 Amps
- OTHER; Specify: \_\_\_\_\_

ELECTRIC VEHICLE CHARGING STATION - The EVCS must be listed and installed per its listing and rated for outdoor use if not within an enclosed garage.

EVCS NAMEPLATE RATING (Check one)

- 20 Amps/120 volts
- 20 Amps/240 volts
- OTHER; Specify: \_\_\_\_\_

Complete the following EVCS LOAD CALCULATION WORKSHEET to demonstrate the current electrical service or subpanel capacity is sufficient.

If EVSE connects to a subpanel, attach a subpanel load calculation to the EVSE LOAD CALCULATION WORKSHEET.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

# EVCS LOAD CALCULATION WORKSHEET

PROJECT ADDRESS \_\_\_\_\_

**GENERAL LIGHTING LOAD**      Your home's square footage: \_\_\_\_\_ X 3 VA = \_\_\_\_\_

Small appliance branch circuits (**2 min.**)      1500 VA X \_\_\_\_\_ circuits \_\_\_\_\_

Laundry circuit      1500 VA X \_\_\_\_\_ circuit(s) \_\_\_\_\_

**APPLIANCES AND EQUIPMENT** (Use default values in italics or attach cut sheet.)

MICROWAVE (in dedicated space)	<i>1,300 W</i>	
COMPACTOR	<i>1,000 W</i>	
DISHWASHER	<i>1,200 W</i>	
DISPOSAL	<i>800 W</i>	
ELECTRIC OVEN	<i>2,000 W</i>	
RANGE	<i>8,000 W</i>	
WHOLE HOUSE FAN	<i>500 W</i>	
ELECTRIC CLOTHES DRYER (if not connected to the laundry branch circuit)	<i>5,000 W</i>	
VEHICLE CHARGING STATION (shall be calculated @125%)	<i>8,300 W (50 Amps)</i>	
WATER HEATER (nameplate rating)		
POOL APPLIANCES (nameplate rating)		
Sum of nameplate VA rating of any other appliances or ANY motor fastened in place and not included above.		

**SUBTOTAL (A)** \_\_\_\_\_

**SUBTOTAL (A) minus 10,000 VA** \_\_\_\_\_ X 0.40 = \_\_\_\_\_

**PLUS 10,000**

**SUBTOTAL (B)** \_\_\_\_\_

**SUBTOTAL (C)** \_\_\_\_\_

TOTAL A/C LOAD, USE NAMEPLATE VA RATING OR  
A/C CIRCUIT BREAKER RATING

**SUBTOTAL (D) = (B)+(C)** \_\_\_\_\_

Total demand is  $D / 240V =$  \_\_\_\_\_ Amps. If this value is less than the rating of the existing electrical service or subpanel NO service or subpanel upgrade is necessary. If the value is greater, an EVCS permit may only be issued if a panel upgrade is included with the work.

PLAN CHECKER NOTES \_\_\_\_\_



## COMMUNITY DEVELOPMENT / PUBLIC WORKS

# ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

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SIGNATURE

DATE