



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

FOR OFFICE USE ONLY	
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			DOES THE PROPOSED USE INCLUDE MEDICAL OR CHIROPRACTIC OFFICES; OR RETAIL OR WAREHOUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ADDRESS	CITY	ZIP	OCCUPANCY GROUP(S)	CONSTRUCTION TYPE	
CONTACT			OCCUPANCY CURRENT	PROPOSED	
PHONE	EXT	FAX	CURRENT USE	PROPOSED USE	
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 _____



SUBMITTAL DATE: _____
PLAN CHECK #: _____
TEMPLATE #: _____

RESIDENTIAL TAKE-OFF SHEET

PROJECT ADDRESS

ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4R	Electrical Appliances (Hard Wired)	
E7.1R	New Branch Circuit	
E4R	Fixtures (Lighting, Ceiling fans), Smoke Detectors (Hard Wired)	
E6.1R	New Meter/Service	
E7R	Outlets/Switches	
E19/20	Panelboard/Switchboard	
E5.7	Power Apparatus Over 10 KVA/HP/KW	

MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2A	Furnace, up to 100,000 BTU	
M2A	Furnace, over 100,000 to 500,000 BTU	
M4R	Environmental Exhaust Fans (i.e. Kitchen/Range Hood, Bathroom, Clothes Dryer)	
M8R	Registers and Grills	
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.

SIGNATURE

DATE