

**THIS DOCUMENT PROVIDES INFORMATION FOR NEW EVCS INSTALLATIONS. IF THE ELECTRIC SERVICE MAIN PANEL WILL BE UPGRADED, PLEASE COMPLETE THE UTILITY SERVICE APPLICATION AND SUBMIT WITH THIS DOCUMENT.**

**Installing an Electric Vehicle Charging Station (EVCS)** will require changes to building wiring and may also require upgrading the electric service main panel to meet the needs of this specialized equipment. Before installing an EVCS and associated infrastructure, talk to your EV manufacturer for information about what you need to charge your vehicle and what regulatory requirements there might be.

**When installing your EVCS**, be sure to use a licensed electrical contractor whose license is current for electrical work. The contractor should also follow the guidelines of the manufacturer and the requirements of City of Palo Alto Building Codes.

**A permit from the City is required before installing EVCS.** Submit building and electrical plans for the planned installation with your permit application to the City of Palo Alto Development Center.

**Why is the Electric Utility concerned about your EVCS installation?**

Though an individual EVCS may have a negligible impact on the utility electric system, the combined effect of several chargers in the same service area could result in overloading the utility lines and transformers. It is crucial that the City of Palo Alto Utilities is notified of any EVCS installations to ensure that the utility electrical system remains adequately sized to serve our customers and maintain high levels of service reliability. The Utilities department needs information on location (address), number of EVCS being installed, EVCS current rating, and number of electric vehicles.

**UTILITIES' REVIEW AND APPROVAL IS REQUIRED BEFORE THE BUILDING DEPARTMENT WILL ISSUE PERMITS FOR INSTALLATION OF EVCS RATED GREATER THAN 40 AMP, OR THAT REQUIRES AN OVERCURRENT PROTECTION DEVICE (CIRCUIT BREAKER) GREATER THAN 50 AMP. FAILURE TO DO SO COULD DAMAGE UTILITY SYSTEM FACILITIES, WITH THE OFFENDER RESPONSIBLE FOR THE COST OF REPAIRS.**

**Please provide the following information and submit with copies of any documentation from the charger manufacturer (cut sheets, installation instructions, specifications, etc.).**

<b>Project Address:</b>	<b>Building Department Permit #</b>
<b>Contact Person:</b>	<b>Phone:</b>
	<b>E-mail:</b>

<b>Number of EVCS being installed:</b>	<b>Number of Electric Vehicles:</b>
--	-------------------------------------

**EVCS Rating(s):**

<b>Quantity</b>			
<b>Voltage (V)</b>			
<b>Current (A)</b>			
<b>Power (kVA)</b>			

**CPAU Engineering Review (required for EVCS > 40 Amp (50 Amp circuit breaker) - A copy of this approved form must be submitted to the City of Palo Alto Building department before a permit will be issued**

<b>Approved By:</b>	<b>Date:</b>
---------------------	--------------