

## Residential Electric Vehicle Charging Station Submittal Checklist

January 2026

### Submittal Checklist

- Complete building permit application. An application form is available online at:  
<https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>
- Equipment Manufacturer's Installation Instructions
- Completed Residential Electric Vehicle Charging Station Checklist

### Electronic Submittal Requirements

- Each required document listed above shall be submitted in separate PDF attachments
- Attach the PDF attachments to your online eTrakit application. Registration is required to apply for permits using the eTrakit permit portal. If you are a Contractor, please use the link below to register:  
[https://cityofelkgrove.formstack.com/forms/contractor\\_online\\_inspection\\_registration\\_form](https://cityofelkgrove.formstack.com/forms/contractor_online_inspection_registration_form)  
All other applicants can register for a public account through the eTrakit site, please use the link below:  
<https://elgr-trk.aspgov.com/eTRAKIT/publicUserAccount.aspx?action=npa>  
Once registered, you can access the eTrakit permit portal here: <https://elgr-trk.aspgov.com/eTRAKIT/>

### General Requirements

- 1 All receptacles installed for connection of electric vehicle charging shall have ground fault circuit interrupter protection for personnel. California Electrical Code 625.54
- 2 All receptacles installed in wet location for Vehicle charging shall have enclosure that is weatherproof with the attachment plug cap inserted and removed. California Electrical Code 625.56
- 3 If the charger power converter is not integral to primary pad it should be mounted at height not less than 18" above floor level for indoor locations and 24" above grade level for outdoor locations. California Electrical Code 625.102(B)
- 4 The Power transfer equipment shall have sufficient rating to supply the load served. California Electrical Code 625.42
- 5 The overall usable length of cord and cable shall not exceed 7.5 m(25ft) unless equipped with cable management system that is part of the listed electrical vehicle supply equipment. California Electrical Code 625.17(C)
- 6 EVSE (Electrical Vehicle Supply Equipment) and WPTE (Wireless Power Transfer Equipment) shall be connected to the premises wiring system in accordance with one of the methods in 625.44(a) through (C)
- 7 EMT (Electrical Metallic Tubing) shall be installed as a complete system in accordance with 300.18 and shall be securely fastened in place and supported in accordance with 358.30(A) and (B). California Electrical Code 358.30
- 8 RMC (Rigid Metal Conduit) shall be installed as a complete system in accordance with 300.18 and shall be securely fastened in place and supported in accordance with 344.30(A) and (B). California Electrical Code 344.30
- 9 Metal boxes shall be grounded and bonded in accordance with Parts I, IV,V, VI, VII and X of article 250. California Electrical Code 314.4
- 10 Conductors entering boxes, conduit bodies or fittings shall be protected from abrasion and shall comply with 314.17(a) through (d). California Electrical Code 314.17
- 11 Provide installation instructions, as required by this code, will be available on the job site at the time of inspection. California Residential Code R106.1.2

**Level 1 EV Charging; (120V)**

Type of equipment being installed:

NEMA 5-15  Other \_\_\_\_\_

Equipment Overcurrent Protection Rating:

15A  20A

Existing Electrical Service  
(If less than 150A see electrical load worksheet on page 3)

100A  125A  Other \_\_\_\_\_

**Level 2 EV Charging; (240V)**

Type of equipment being installed:

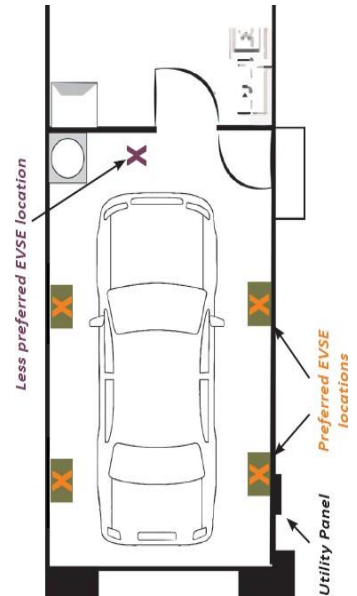
NEMA 14-50  NEMA 6-50

Equipment Overcurrent Protection Rating:

50A  Other \_\_\_\_\_

Existing Electrical Service  
(If less than 150A, see electrical load worksheet on page 3)

125A  150A  200A  Other \_\_\_\_\_



location of new EV charger in

**Site Plan:** In the box below show the relation to the residence. Use legend provided to identify the following item(s) on the site plan.

**Legend:**

- #1 = Garage Door
- #2 = Main Service Panel
- #3 = EV Charger

2025 California Residential Code  2025 California Electrical Code  2025 California Building Code  2025 California Green Building Standards Code

Project Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Owners Name \_\_\_\_\_ Contractor or Applicants Name \_\_\_\_\_

Contractor License # \_\_\_\_\_ Contractor Address \_\_\_\_\_

Contractor or Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_