City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

RESIDENTIAL ELECTRIC VEHICLE (EV) CHARGING STATION APPLICATION GUIDE

Residential electric vehicle (EV) charging station installations are governed by Section 15.12.060 and Subsection 22.22.700(22)(d) of the Cerritos Municipal Code, and Title 27 of the Los Angeles County Electrical Code. Two (2) common types of EV charging stations, Level 1 and Level 2, are most commonly installed in residential dwelling units.

- Level 1 charging stations are smaller charging units that plug directly into a standard 120-volt receptacle outlet. These types of chargers typically require a longer period of time to recharge an EV.
- Level 2 charging stations requires a 240-volt receptacle outlet and charge EVs much faster than a Level 1 charging station.

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click "Log In" at top right corner. Select "Create a Profile". Then, enter contact information, and create a password.

2) The following checklists and supplemental attachments are required to be uploaded online for your application to be deemed complete:

   ☐ Diagrams/Plans. An illustrative diagram identifying the location of charging station equipment and conduit routing is required for Level 1 EV charging stations (page 4). Site and floor plans with required information are required for Level 2 EV charging stations (page 5).
   ☐ Completion of "Load Calculations" is required for all Level 2 EV charging station installations (page 6).
   ☐ Property Owner's Consent to File Permit Application form (page 7).
   ☐ Declaration Form (page 8).
   - If owner-builder, complete columns 1 and 3.
   - If contractor, complete columns 2 and 3.

   ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 9).

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement

   ☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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City of Cerritos Requirements for an Electric Vehicle (EV) Charging Station

Checklist Requirements and Recommendations

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

Section A: Checklist of Requirements for Expedited, Streamlined Permitting

In order to be considered for expedited permitting, the proposed EV 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. The electric vehicle charging station and its 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.

Section B: Checklist of Recommendations and Design Guidelines

Section B provides recommendations and design guidelines for EV 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 Interior Installation. Electric vehicle charging stations shall be installed within the garage interior of a residential dwelling unit, in close proximity to the utility panel serving the charging station and equipment.
- B.2 Equipment in Garage. Equipment located in the garage should be placed so as not to encroach into the required parking area.
- B.3 Minimize Visible Conduits. Visible conduits, piping, or wiring should be minimized to the extent feasible.
- B.4 Paint Conduits to Match Surface. All conduits should be painted to match the color of the surface on which they are mounted.
- B.5 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. Conduits should follow the same guidelines above regarding painting and location.

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Compliance Requirements

Location of Electric Vehicle (EV) Charging Station

Please ensure the correct diagrams/plans are included with the submission of this application. An illustrative diagram identifying the location of charging station equipment and conduit routing is required for Level 1 electric vehicle charging stations. Site and floor plans with required information are required for Level 2 electric vehicle (EV) charging stations.

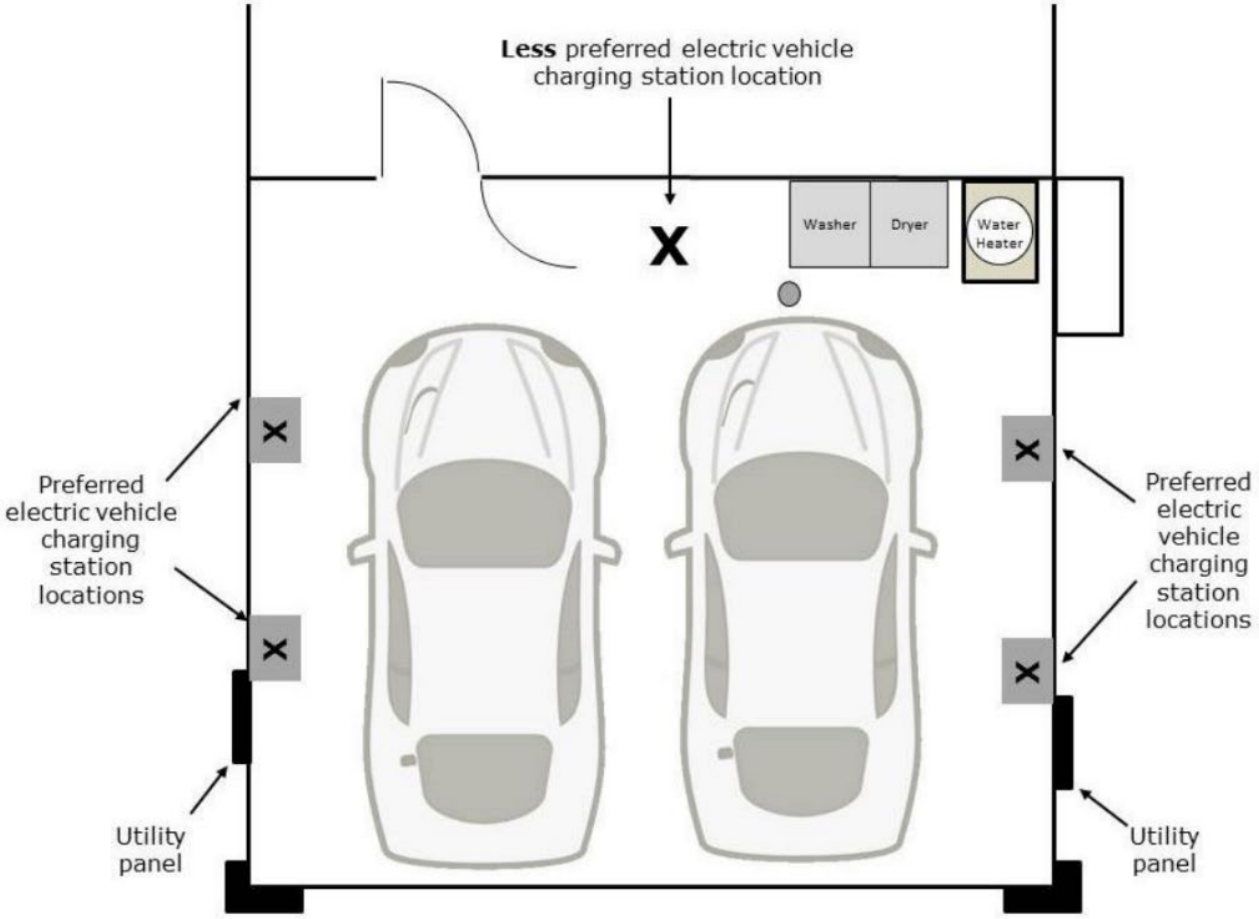
For exterior installations of EV charging stations or equipment, a ground fault circuit interrupter (GFCI)/ground fault interrupter (GFI) outlet shall be required. Any equipment installed on the exterior of the garage shall be rated for outdoor use. In addition, an illustrative diagram and an exterior elevation rendering showing the location of the equipment and conduit routing shall be submitted as an attachment to this application. It is strongly recommended that EV charging station equipment installed on the exterior of a garage be in an inconspicuous location, not visible from public view.

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Level 1 Electric Vehicle (EV) Charging Stations

The following shall be required for the installation of a Level 1 electric vehicle (EV) charging station only:

☐ Illustrative Diagram. An illustrative diagram indicating the location of equipment and conduit routing shall be submitted as an attachment to this application. For your reference, a diagram illustrating the preferred installation location of an EV charging station within a single-family residential garage is provided below:



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Level 2 Electric Vehicle Charging Stations

The following shall be required for the installation of a Level 2 EV charging station only:

- ☐ Site Plan, showing the following:
  - ☐ Site configuration of the residence on the subject property
  - ☐ Location of the garage
  - ☐ Property lines
  - ☐ Streets, sidewalk, and public right-of-way
  - ☐ Electric service (Indicate ampere rating, voltages, and phase)
  - ☐ Subpanel, if applicable (Indicate ampere rating, voltages, and phase)
- ☐ Floor Plan, showing the following:
  - ☐ Location of EV charging station
  - ☐ Indicate on plan the manufacturer name and model number of the EV charging station and equipment
  - ☐ Show the electrical wiring layout from the electrical panel to the EV charging station. Specify wire size, insulation type, and conduit type and size, including equipment grounding conductor type and size, and circuit overcurrent protection device (breaker) size. Show lockable type disconnect location and rating (required for EV charging stations rated more than 60 Amp or more than 150 volts to ground).
- ☐ Load Calculations. Completion of “Load Calculations” is required for all Level 2 EV charging station installations. Please refer to the table on the following page.

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Level 2 Electric Vehicle Charging Stations – Service Equipment Load Calculations

Total floor area of dwelling unit: _____sq. ft.

Existing main circuit breaker size: _____amps

Check all applicable loads	Description of Load	Typical Usage	Total Volt Amperes (VA)
General Lighting Load			
☐	Dwelling area square footage:	sq. ft. x 3 VA	
Kitchen Circuits			
☐	Small appliance circuits (min. 2)	1,500 VA x circuits	
☐	Electric oven	Nameplate rating	
☐	Electric range	8,000 VA or Nameplate (nameplate rating must be used if larger)	
☐	Microwave	1,500 VA	
☐	Garbage disposal	1,000 VA	
☐	Dishwasher	1,200 VA	
☐	Garbage compactor	Nameplate rating	
☐	Instantaneous hot water at sink	1,500 VA	
Laundry Circuits			
☐	Laundry circuit	1,500 VA x circuits	
☐	Electric clothes dryer	5,000 VA minimum	
Heating & Air Conditioning Circuits			
☐	Central heating (gas) and air conditioning	Nameplate rating	
☐	Window-mounted A/C	Nameplate rating	
☐	Whole-house or attic fan	500 VA	
☐	Central electric furnace	8,000 VA	
☐	Evaporative cooler	500 VA	
Other Electrical Loads			
☐	Electric water heater (storage type)	Nameplate rating	
☐	Electric tank less water heater	15,000 VA	
☐	Swimming pool/spa	3,500 VA	
☐	Other:		
☐	Other:		
☐	Other:		
Electric Vehicle Charger Circuit			
☐	Level 2 electric vehicle charger rating		
		Total VA Used (Add up all the VA for the applicable loads)	

Cerritos Permit Hub

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PROPERTY OWNER'S CONSENT TO FILE PERMIT APPLICATION

Applicant Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Applicant Name(s) & Title(s): _____

Project Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Project Description: _____

_____

☐ Check this box if the Project Applicant is also the Property Owner (Owner-Builder)

Property Owner Information and Approval

This section must be completed by the Property Owner.

Property Owner Name: _____

HOA Name (if applicable): _____

Project Address: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

Property Owner Acknowledgment

I certify, under penalty of making a false statement, that I am the property owner, or the property owner's representative authorized to sign this consent form to an application being filed with the City of Cerritos for the aforementioned project described at the aforementioned property address. I further acknowledge and agree to comply with all applicable provisions of the Cerritos Municipal Code.

Property Owner Signature: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

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 of 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

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HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

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HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

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