



Independent Advice on Electric Vehicle Charging Systems

## Site Report

Today's Date  
Initial Call Date  
Time on Site  
This Memo Completed Date  
Information collected by

### Property address, owner identification

Person who requests site visit  
Relationship to Property  
Address  
City, St, Zip

Phone  
email  
www

Name of Property  
Address  
City, St, Zip  
Phone  
www

Property Owner Contact  
Address  
City, St, Zip  
Phone  
email  
www

Property Manager Contact  
Address  
City, St, Zip  
Phone  
Email  
www

Does the customer have ownership of the site?  
Does the customer need to get approval from the site owner?

### **Utility Information**

PGE

Account Number

Commercial Account Type

Monthly kWh based on 4 months of bill analysis

Demand charges in that time?

### **City Permit Information**

City Permit Requirements

Three line diagram

Equipment cut sheet

Cost for permit

Permit Process – over the counter, planning department

To be submitted by

To be inspected by

Final location of approved permit

### **Electric power, panel size and circuit information**

SES Voltage

SES Amperage

Transformer KVA

Meter #

Main breaker size

Panel make and size

Estimate of existing load

Space available for multiple 40a breakers?

Requires new sub panel/size

Requires additional wire/load size

New panel?

- a) Electrical capacity is available off of the existing panel with spare capacity
- b) Electrical capacity is unavailable at the existing panel
- c) Electrical capacity is available off of the existing electrical circuit, however a subpanel is required to provide spare breaker space
- d) Electrical capacity is available off of an existing electrical service, however a main breaker, transformer and/or a subpanel is required
- e) No electrical service is available unless the utility brings in a new service drop

### **Charging Station Information**

Charging Station Model

Type – (Wall, Pole, Bollard)

Cord length

Communications requirements (Ethernet, Cellular, Wi-Fi)

Purchased at  
Cost to purchase

Total number of charging stations to be installed

**Parking Location**

Preferred location  
Proximity to power source  
Stall width and length

Accessibility and access  
Accessible path to building

Curbing, wheel stops, cutouts, setbacks, and bumper guards

Signs required  
Description and locations of signs

Lighting  
Ventilation (if necessary)

Seismic Inspection or X-Ray  
Landscaping  
Trenching  
Concrete work

**Photos**

Existing service and panel  
Electrical room and conduit exits  
Distances from utility room to parking spaces  
Parking location  
Landscaping