NEW EV OWNER KIT • PRINTABLE ELECTRICIAN HANDOFF

Electrician Handoff Worksheet

Fill this out before requesting quotes. It gives a licensed electrician the photos, parking reality, driving needs, utility notes, and permit/load questions needed to design a safe EV charging installation.

Safety boundary: this is a homeowner planning worksheet, not DIY wiring instruction. Do not remove panel covers, alter wiring, bypass GFCI/code requirements, or size circuits yourself. Follow local code, utility rules, vehicle/EVSE manuals, permits, inspection, and a qualified electrical contractor.

OWNER / PHONE / EMAIL	VEHICLE MODEL / CHARGE-PORT SIDE	ADDRESS / UTILITY	QUOTE DATE / ELECTRICIAN

AVG DAILY MILES	LONGEST NORMAL WEEKLY DAY	PLUG-IN WINDOW: WEEKNIGHT / WEEKEND	PUBLIC/WORK BACKUP CHARGER

Parking + location notes

GARAGE / CARPORT / DRIVEWAY / SHARED / STREET	PARKING SPOT TO PANEL DISTANCE

LIKELY EVSE WALL/POST LOCATION	WEATHER EXPOSURE + DRAINAGE

CORD REACH / WALKWAY / TRIP HAZARDS	HOA / LANDLORD / MUNICIPAL APPROVAL

Panel + existing power notes

MAIN PANEL LOCATION	SUBPANEL LOCATION, IF ANY

MAIN BREAKER / SERVICE RATING IF VISIBLE	OPEN BREAKER SPACES, IF KNOWN

EXISTING NEARBY OUTLET TYPE + CONDITION	BIG ELECTRIC LOADS: HVAC, RANGE, DRYER, HOT TUB, SOLAR/BATTERY

Photos to attach

- ☐ Main electrical panel with door open, directory visible, and covers left in place.
- ☐ Close-up of main breaker / service rating only if readable without removing covers.
- ☐ Any subpanel that may serve the garage, carport, driveway, or parking area.
- ☐ Existing outlet(s) near the parking spot, including cover, condition, and distance to car.
- ☐ Full parking spot from the side where the vehicle charge port normally sits.
- ☐ Likely cable/conduit path: wall, ceiling, attic, basement, exterior run, or post location.
- ☐ Weather and safety context: rain/snow exposure, drainage, sun, walkways, bollards, trip paths.

Homeowner prep

- ☐ Find your average daily miles and longest normal weekly day from the odometer/app.
- ☐ Record the hours the car can be plugged in overnight on weeknights and weekends.
- ☐ Check the utility website for EV rates, off-peak windows, managed charging, and rebates.
- ☐ Confirm HOA, landlord, parking, or municipal permission before any shared/outdoor work.
- ☐ Do not buy EVSE hardware until quotes confirm circuit size, location, rebate rules, and plug vs hardwire choice.
- ☐ Keep this worksheet with permit, inspection, quote, rebate, EVSE model, and receipt records.

Quote, permit, load, and protection questions

- ☐ Will you perform/document a load calculation before recommending amperage or a service upgrade?
- ☐ What circuit amperage, breaker, conductor/conduit route, enclosure, and disconnect approach are included?
- ☐ Can load management, lower-amperage charging, or scheduled charging avoid an unnecessary service upgrade?
- ☐ Is the EVSE listed/certified, outdoor-rated if exposed, and installed per manufacturer/vehicle limits?
- ☐ Is hardwired EVSE preferred here, or is a receptacle appropriate? Why?
- ☐ What GFCI protection applies locally, especially for receptacles, garages, outdoors, or wet locations?
- ☐ Who pulls the permit, schedules inspection, labels the breaker, and provides closeout documentation?
- ☐ What is excluded: drywall repair, trenching, panel upgrade, utility service work, rebate paperwork, inspections?

Quote comparison notes

OPTION A: SCOPE / AMPERAGE / HARDWIRE OR RECEPTACLE / PRICE	OPTION B: SCOPE / AMPERAGE / HARDWIRE OR RECEPTACLE / PRICE

PERMIT + INSPECTION OWNER	REBATE / OFF-PEAK / MANAGED CHARGING FOLLOW-UP

Sources consulted

- DOE/AFDC: most EV drivers charge at home using AC Level 1 or Level 2; Level 1 is 120V, Level 2 is 240V residential; outdoor installations need outdoor-rated equipment.
- DOE/AFDC: EV charging equipment must comply with local/state codes; permits may be required; EV charging is an NEC continuous load; use a qualified electrical contractor.
- Utility guidance sampled from Seattle City Light and Duke Energy: plan for where you park, compare Level 1 vs Level 2, check incentives/rebates, and include permits/panel/breaker work in charger-prep quotes.
- NFPA EV safety information consulted for code-aware fire/electrical safety framing. This worksheet is not wiring instruction.