

# PENINSULA-SILICON VALLEY INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

SEPTEMBER 16, 2020



# Sample Supporting Documents

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# Sample Supporting Documents

## Best Practices

All scans or photos of supporting documents must be legible and include all pages and sections, unless otherwise specified.

## Proof of Payment

All invoices are required to have proof of payment, such as a paid stamp, with a payment date by the invoicing business or organization.

Receipts, wire transfers or cashed checks with corresponding bank statements and a payment date may be used to supplement proof of payment.

## Larger Construction Projects

For larger construction projects, work and associated costs pertaining to the EV charger project should be specifically listed and identified on all invoices.

## Authorities Having Jurisdiction (AHJs)

AHJ applicants may alternatively submit other documents in lieu of the following:

<b>REQUIRED</b>	<b>ALTERNATIVE</b>
DESIGN INVOICE	AHJs with in-house design work may alternatively submit a description of design work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred design costs and the dates the costs were incurred. The installation site address must be listed. A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that a permit for the approved EV charger project at the installation site is not required. The installation site address must be listed.
PERMIT	
INSTALLATION PURCHASE INVOICE	AHJs with in-house installation may alternatively submit a description of the installation work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred installation costs and the dates costs were incurred. The installation site address must be listed.
FINAL INSPECTION CARD	A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that the approved EV charger project at the installation site is complete and in compliance with all municipal laws, rules, codes and regulations. The installation site address must be listed.

# Sample Supporting Documents


## Site Verification Form

(Required for all applicants, regardless of site ownership)

- ✓ A completed Site Verification Form must have all fields filled out.
- ✓ Digital signatures must be manual and can include signing with a pen or cursor. Digital signature stamps without a manual signature are not accepted.
- ✓ Site Verification Form must be submitted within five (5) calendar days of application submittal or the application will be automatically cancelled.

## Sample

### Peninsula-Silicon Valley Site Verification Form



Peninsula-Silicon Valley Incentive Project Applicants must submit proof to the satisfaction of the Center for Sustainable Energy (CSE) that the Installation work is authorized by the owner of the real property (Property Owner) and the Applicant. Accordingly, each Property Owner and Applicant must complete, sign and submit this form to CSE. CSE reserves the right to require the submission of additional information from either the Property Owner or Applicant as may be required.

The Peninsula-Silicon Valley Incentive Project promotes easy access to zero-emission vehicle Infrastructure by offering rebates for the purchase and Installation of eligible DC fast chargers and Level 2 chargers. Rebates of up to \$80,000 per DC fast charger and up to \$6,000 per connector for Level 2 chargers are available. More information is available at: [calevip.org/incentive-project/peninsula-silicon-valley](http://calevip.org/incentive-project/peninsula-silicon-valley).

All fields are required to be completed. This form must be submitted via the online portal within 5 calendar days of application date or your application will be cancelled.

#### INSTALLATION ADDRESS

The Installation address must match the Installation address entered on the online application form. Discrepancies will delay your application during processing.

Installation Street Address:

City:  State:  ZIP Code:

#### APPLICANT ORGANIZATION

The Applicant Organization is the entity or organization that will receive the rebate payment. Please note that the Applicant Organization must incur project costs to be eligible for the rebate.

The Applicant Organization Name below must match the Applicant Organization Name you entered on the online application form.

Applicant Organization Name:

Please provide the following contact information for an individual that represents the Applicant Organization and can answer follow up application questions if needed.

Contact Name (first and last):



Phone:  Email:

Applicant Organization hereby represents and warrants to CSE that: (1) all the information provided above is true and correct, and (2) the individual signing below is duly authorized by Applicant Organization to execute and submit this Site Verification Form to CSE on behalf of Applicant Organization. Applicant Organization acknowledges and agrees that CSE is relying on Applicant Organization's foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Applicant Organization:

Printed Name:   
Please clearly write the first and last name of the person signing above.

Title:  Date:



CSE-CALeVIP-062020

**PROPERTY OWNER**

Please provide the name of the company, city, trust, or individual that owns the property.

Property Owner Name:

Please provide the following contact information for the Property Owner or a representative of the Property Owner who can answer follow up application questions if needed.

Contact Name (first and last):

Phone:  Email

Please provide the full installation address in the section below, including street address, city, state and ZIP code.

Property Owner hereby represents and warrants to CSE that: (1) the Property Owner is the vested owner of the real property located at  ("Property"); (2) the Property Owner has consented to Applicant's installation of certain EV charging station equipment at the Property; and (3) the individual signing below is duly authorized to execute and submit this Site Verification Form to CSE on behalf of Property Owner. Property Owner acknowledges and agrees that CSE is relying on the foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Property Owner:

Printed Name:

Please clearly write the first and last name of the person signing above.

Title:  Date:




# Sample Supporting Documents

## Evidence of Permit Submittal or Utility Service Design Submittal

A complete copy of Evidence of Permit submittal includes the following:

- ✓ Copy of permitting authority (City, County, Special District) building/electrical/construction permit application
- ✓ Copy of permit plan set/package submitted with building/electrical/construction permit application
- ✓ Copy of payment receipt for submittal of building/electrical/construction permit

## Sample Permitting Authority Application



**CITY OF GARDEN GROVE**  
**BUILDING SERVICES**

General Info : 714-741-5307  
Inspection Requests : 855-380-8758

**PERMIT#:**  
**ISSUED**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Owner</b></td> <td style="width: 30%;">Telephone</td> <td style="width: 30%;">Zip</td> </tr> <tr> <td>Address</td> <td>City</td> <td>State</td> </tr> <tr> <td colspan="3"><b>Applicant</b></td> </tr> <tr> <td>Telephone</td> <td colspan="2">Zip</td> </tr> <tr> <td>Address</td> <td>City</td> <td>State</td> </tr> <tr> <td colspan="3"><b>Contractor</b></td> </tr> <tr> <td>Telephone</td> <td colspan="2">Zip</td> </tr> <tr> <td>Address</td> <td>City</td> <td>State</td> </tr> <tr> <td>State Licence</td> <td>Expires</td> <td>City Licence Expires</td> </tr> <tr> <td>Floor Area(sq. ft.)</td> <td colspan="2">Residential/Commercial</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>Commercial</b></td> </tr> <tr> <td colspan="3">                 Job Description  <b>INSTALL 1 LEVEL 3 EV CHARGING STATION (EVCS) AT (E) GAS STATION. 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This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

APPLICANT'S COPY

Permit Type: BLDG/ELEC



# CITY OF LONG BEACH

DEPARTMENT OF DEVELOPMENT SERVICES

Website: [www.lbds.info](http://www.lbds.info)

333 W. OCEAN BLVD. 4TH FLOOR • LONG BEACH, CALIFORNIA 90802 • (562) 570-5237 FAX (562) 570-6753  
TDD (562) 570-6793

**24 Hour Inspection Request - Phone 570-6105**

### Job Description

Job Address:

Project Number:

Description: ELECTRICAL: Install level 3 EV charger with re-striping of parking space.

Present Bldg Use: Commercial

Receipt Number:

Date:

Proposed Bldg Use: Commercial

Valuation:

Bldg Height:

Type of Construction:

Occupancy Type:

Census Tract:

Assessor Number

Zone:

Council District:

Historic Name:

Landmark Name:

### Owner Information

Name:

Mailing Address:

### Applicant Information

Name:

### Contractor Information

Name:

Mailing Address:

State License No.:

### Payor Information

Paid by:

### Fees Paid

PM Surcharge - General Plan Update

Electrical Permit

Permit Filing

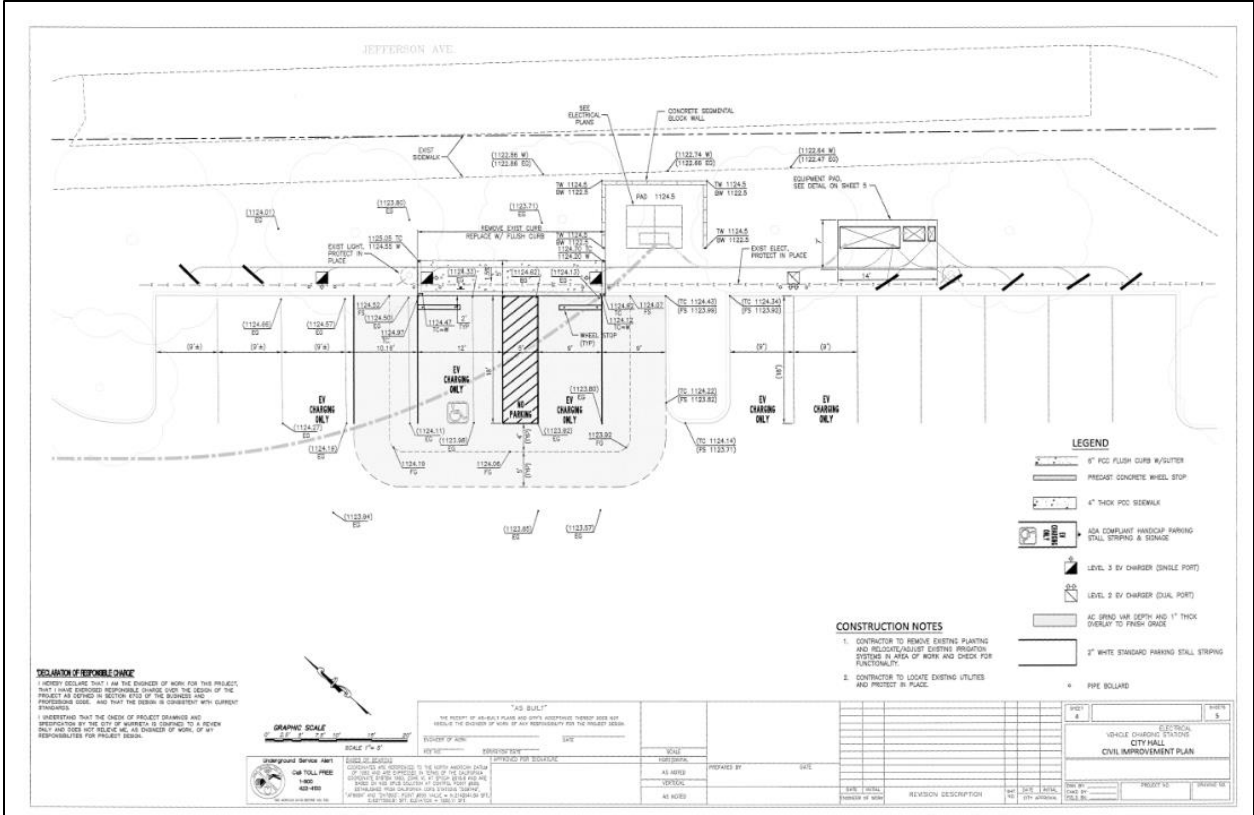
PM Surcharge - Technology

Plan Retention

Total Paid:








A complete copy of Evidence of Utility Service Design submittal includes the following:

- ✓ Copy of electric utility service/project application
- ✓ Copy of drawing/plan set/package required by the electric utility to be submitted with the utility service/project application
- ✓ Copy of payment receipt for submittal of utility application for service

### Sample Electric Utility Service/Project Application

- ✓ [PG&E Customer Connections Online](#) (for utility service application)
- ✓ [City of Palo Alto Utilities](#) (pages 1-2 for application)
- ✓ [City of Santa Clara / Silicon Valley Power](#) (online Building Permit Application portal for City of Santa Clara)
  - ✓ Note: to request utility design from Silicon Valley Power the process must be initiated by filing a Building Permit application with the City of Santa Clara

 Pacific Gas and Electric Company		APPLICATION FOR SERVICE COMMERCIAL / INDUSTRIAL DEVELOPMENT	
Please complete this application and submit the completed form and attachments to PG&E Application for Service at P.O. Box 24047, Fresno, CA, 93706-2010. You may also submit applications at <a href="http://www.pge.com/mybusiness/customer/service/otherrequests/newconstruction/">www.pge.com/mybusiness/customer/service/otherrequests/newconstruction/</a> or call 1-877-PGE-SRVC. *Indicates optional fields.			
<b>Project Type</b>			
<input type="checkbox"/> Commercial Service (new) <input type="checkbox"/> Commercial/Industrial Development <input type="checkbox"/> Commercial/Industrial Service Upgrade (additional load / equipment)			
<input type="checkbox"/> Industrial Service (new) <input type="checkbox"/> Mixed Use Commercial/Residential                        Number of Buildings                        Number of Electric Services			
<b>Project Information</b>			
<input type="checkbox"/> Gas Service <input type="checkbox"/> Electric Overhead Service <input type="checkbox"/> Electric Underground Service                        Date Initial Service Needed			
Project Address or Lot Number                        City                        County                        Zip			
Nearest Cross Street			
*Assessor's Parcel No.    * Building Permit No.			
Applicant / Company Name			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Governmental Agency			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
Day Phone (    )                        *Cell Phone (    )                        *Fax (    )                        *Email address (Correspondence will be sent via e-mail)			
Applicant Address    City    State    Zip			
<b>Contract Information</b>			
Legal name to appear on contract			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Governmental Agency			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
*State of incorporation or LLC			
Name of person authorized to sign contracts    * Title			
(First Name, Middle Initial, Last Name)			
Mailing address for contract    City    State    Zip			
<b>Representative Information (Party who will relay project information and updates to the PG&amp;E representative)</b>			
Name of Representative			
Day Phone (    )                        *Cell Phone (    )                        *Fax (    )                        *Email address			
Mailing address    City    State    Zip			
*Contractor's Name    *Contractor's Phone (    )			
Automated Document – Preliminary Statement Part A			
Page 1 of 6 Form 62-0685 Advice 3343-G/4141-E November 2012			



## APPLICATION FOR SERVICE COMMERCIAL / INDUSTRIAL DEVELOPMENT

### Credit Information (Party responsible for energy use after the meter is installed)

Name/Company Name to appear on bill Day Phone ( ) Evening Phone ( )

(First Name, Middle Initial, Last Name)

Individual  Partnership  Corporation  Limited Liability Corporation  Governmental Agency  
 Sole Proprietor  Other

Mailing address for bill City State Zip

Does the customer currently have service with PG&E?  No  Yes

\*If yes, please provide the PG&E Account Number

\*Do you want the new service included on your existing bill?  No  Yes

\*NAICS (North America Industrial Classification System) Code \*Business Activity

\*Desired Electric Rate Schedule \*Desired Gas Rate Schedule

If you want additional information on rate options or want to request a free rate analysis, visit

<http://www.pge.com/mybusiness/myaccount/rates/> or call 1-877-PGE-SRVC. If a rate schedule is not selected, PG&E will select an applicable rate schedule.

### Applicant Design and Installation Options

As an applicant for new gas or electric service, you can choose either PG&E or a qualified contractor to design new gas/electric distribution and/or service facilities. You can also choose either PG&E or a qualified contractor to construct all or a portion of new gas/electric distribution and/or service facilities. PG&E will provide you with a bid for the design and the construction work, to assist you in making a selection. You will then have the opportunity to choose either a qualified contractor to perform the design/or construction work.

In accordance with PG&E's filed tariffs, electric trenching, conduits, substructures and gas service trenching are the applicant's responsibility. Once you make a decision about who will perform the work, if you subsequently change your selection, you will be responsible for any re-engineering charges incurred as a result of that change.

You should become familiar with the applicant design installation requirements, including PG&E's Applicant Design Guide and General Terms and Conditions, before you make your selection. For copies of these documents and/or for additional information, visit Document, Preliminary Statement Part A [www.pge.com/newconstruction/processguide/step1/appdes.shtml](http://www.pge.com/newconstruction/processguide/step1/appdes.shtml) or request information by calling 1-877-PGE-SRVC.

*PG&E must provide project specific information to design contractors. PG&E can provide this information sooner if we know whether or not you are considering using a design contractor to design gas/electric distribution or service facilities.*

*Providing this information on this Application is voluntary and is not binding. PG&E will provide you with a bid for the design work regardless of whether or not you answer this question now and will not require a final decision from you until later in the process.*

Are you currently planning to use a design contractor? Yes No



## APPLICATION FOR SERVICE COMMERCIAL / INDUSTRIAL DEVELOPMENT

### Attachment – 2 copies required

- A. Complete set of site improvement plans, including grading plans. (Include 3 1/2" high-density disk with AutoCAD 2000i.dwg file of the site plan.)
- B. Building floor plan and exterior elevations.
- C. Electric drawings and schedules with complete breakdown of equipment; include single line drawing if available.
- D. Electric switchboard drawings. (Must be approved by PG&E prior to manufacturing the main panel.)
- E. Plumbing plans.
- F. Assessors parcel map showing all easements, rights-of-way, property lines, etc.
- G. Detailed site plan showing roads, sidewalk, driveways, location of fire hydrants and other structures, proposed location of gas and electric meters, building elevations, and proposed future improvements. (Meter locations are subject to PG&E approval).
- H. Landscaping plans including sprinkler controller meter location.
- I. Streetlight and traffic signal plans.
- J. Title 24 Utility Report or building permit.
- K. Copies of all environmental permits and/or conditions of approval.

Applicant is responsible for identifying all environmental requirements within said permits, approvals and/or conditions. For additional information visit [www.pge.com/mybusiness/customerservice/otherrequests/newconstruction](http://www.pge.com/mybusiness/customerservice/otherrequests/newconstruction).

### Agreement to Pay and Signature

I understand that service will be engineered and installed based upon the information provided here. I agree to pay PG&E, on demand, for all work PG&E performs and all costs PG&E incurs for this application for service. PG&E may cancel this Application for Service (a) if the application is incomplete and I do not provide all necessary supporting documents and project data after being notified by PG&E, (b) if I fail to provide an engineering advance within ninety days after one is requested by PG&E, or (c) if PG&E sends a proposed contract and I do not return the contract, with the required payment, within ninety days. If the project is postponed or cancelled, by either party, I will pay PG&E for all such work and costs incurred by PG&E prior to the postponement or cancellation. PG&E's costs may include, for example, labor, material and supplies, (including long lead time materials), transportation, and other direct costs which PG&E allocates to such work. Incomplete information or any changes made at my request during the engineering, or after it is completed, will subject me to additional charges and may delay the establishment of service. I further agree to pay for any damage to new or existing PG&E facilities caused by my contractors or me. Service shall be subject to all of PG&E's applicable tariff schedules on file with and authorized by the California Public Utilities Commission (CPUC) and shall at all times be subject to such changes or modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

I understand that PG&E may require an engineering advance to cover some or all of its costs for project review, design work and cost development in connection with this application for service. I understand that any advance will be based upon current costs and the amount of work anticipated by PG&E based upon the information submitted in this application. I understand that any advance will be credited against the amount I owe, applied to the amount I may owe on the resulting line extension agreement, or refunded to me without interest when PG&E has completed its engineering work or if the project has been cancelled or postponed.

**I have read the above information. I understand and agree with the provisions and my responsibilities.**

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
First Name, Middle Initial, Last Name

**UTILITY SERVICE APPLICATION  
 PERMANENT COMMERCIAL & MULTI-FAMILY (4 or more Units)  
 ELECTRIC, WATER, GAS, AND WASTEWATER FACILITIES INSTALLATION**

TO AVOID DELAYS, PLEASE MAKE SURE THIS APPLICATION IS FILLED OUT COMPLETELY AND AS ACCURATE AS POSSIBLE  
 A separate application and load information is required for each meter requested  
 Upon completion of review and approval a copy of this form will be sent back to applicants requesting Electric Service.

Project Address (LEGAL ADDRESS INCLUDING SUITE # IF APPLICABLE):	Sub/Unit #:	Building Department Permit Application Number:	UTILites Department Application Number:
Name of Applicant:		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Agent	
Company Name:		Phone:	E-mail:
Address:		City / State / Zip:	

**UTILITY SERVICE CONNECTION AND INSTALLATION CHARGES BILLING INFORMATION**

The utility connections charges invoice will either be attached to the building permit plans or mailed to the responsible billing party on this service application. Contact UTILites Engineering for a copy of the invoice. It is the customer's responsibility to be aware of this billing and to make prompt payment. FULL PAYMENT IS REQUIRED PRIOR TO THE SCHEDULING OF ANY WORK OR INSPECTIONS BY THE CITY OF PALO ALTO UTILITIES.

Name on the Invoice:	Phone:	E-mail:
Address:		
City / State / Zip:		

Services Requested and Desired Date of Installation:	<input type="checkbox"/> Electric Service <input type="checkbox"/> Electric Shutdown (Without Panel replacement)	<input type="checkbox"/> Water <input type="checkbox"/> Bidding/Estimating	<input type="checkbox"/> Gas <input type="checkbox"/> Demolition	<input type="checkbox"/> Wastewater <input type="checkbox"/> Construction
Project Status:	<input type="checkbox"/> Planning/Design <input type="checkbox"/> Bidding/Estimating <input type="checkbox"/> Demolition <input type="checkbox"/> Construction			

**Depending on Utility Service Type Requested, Please Complete Appropriate Portions of this Application**

Project Type (check all boxes that apply)	<input type="checkbox"/> New Service	<input type="checkbox"/> Addition/Remodel	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Restaurant
	<input type="checkbox"/> Service Upgrade	<input type="checkbox"/> Service Relocation	<input type="checkbox"/> Fire Protection/Sprinkler	<input type="checkbox"/> Electric Planned Shutdown
	<input type="checkbox"/> PV System (Photovoltaic)	<input type="checkbox"/> EVSE (Electric Vehicle)	<input type="checkbox"/> ESS (Energy Storage)	<input type="checkbox"/> Other
Brief Description of Work				Total building area upon completion: _____ sq-ft

**Gas, Electric Service Load Information (INDICATE PEAK OR MAXIMUM RATES OF USE OR FLOW)**

GAS (PER METER) & ELECTRIC LOADS (Select Units)				ELECTRIC LOADS (Select Units)			
DESCRIPTION	EXISTING	NEW	UNITS	DESCRIPTION	EXISTING	NEW	UNITS
SPACE HEATING			Select	LIGHTING			Select
HVAC (1 Phase electric)			Select	RECEPTACLE, OTHER			Select
HVAC (3 Phase electric)			Select	PROCESS POWER			Select
WATER HEATER/TANKLESS			Select	ELEVATORS			Select
COOKING EQUIPMENT			Select	LARGEST MOTOR			Select
CLOTHES DRYER			Select	OTHER MOTORS (1 Phase)			Select
FIRE LOG/FIREPLACE			Select	OTHER MOTORS (3 Phase)			Select
OUTDOOR HEATING			Select	PHOTOVOLTAIC SYSTEM (PV)			kW (CEC-AC)
POOL/SPA HEATER			Select	ENERGY STORAGE SYSTEM (ESS)			kW (AC)
POOL/SPA PUMP			Select	ELECTRIC VEHICLE CHARGING SYSTEM (Load Per Charging Station)			kW per charger
OTHERS			Select	NUMBER OF CHARGING STATIONS:		NUMBER OF EV PARKING SPACES:	

BTUH: BTU (British Thermal Unit) PER HOUR    kW: kilowatts (=1000 Watts)    kVA: kilovoltamps (= 1000 Voltamps)    hp: Horsepower  
 Attach adequate Electric Load Information verifying National Electric Code Article 220 (Branch Circuit and Feeder Calculations) requirements are met.

**ELECTRIC SERVICE (Include Electric Single Line Diagram of Proposed installation for 400 amps and up)**

SERVICE INFORMATION	EXISTING	REQUESTED
Service Voltage & Main Switch Size (Amps)	Select One    Select from list	Select One    Select from list
Service Type: (Select from list)	Select from list: UNDERGROUND SERVICE	Select from list: UNDERGROUND SERVICE
Number of Meters and Location (NOTE: Only one service per parcel)	No. Meters: 1 Meter    Location:	No. Meters: 1 Meter    Location:
Applicant's Name:	Applicant's Signature:	Application Date:

SEE NEXT PAGE FOR WATER AND WASTEWATER LOADS, ELECTRIC SERVICE REQUIREMENTS, AND UTILITY PLAN SUBMITTAL CHECKLIST

## Water Service & Wastewater Load Information (INDICATE PEAK OR MAXIMUM RATES OF USE OR FLOW)

WATER LOAD DEMANDS: REFER TO THE LATEST EDITION OF THE CITY ADOPTED UNIFORM PLUMBING CODE, WATER SUPPLY & DISTRIBUTION SECTION, FOR CALCULATING FIXTURE UNITS AND GALLONS PER MINUTE.

WATER (PER METER) LOADS:			UNITS			F.U.: Fixture Unit G.P.M.: Gallons per Minute		
DESCRIPTION	EXISTING	NEW	TOTAL	DESCRIPTION	EXISTING	NEW	TOTAL	
DOMESTIC USE	F.U.	F.U.	F.U.	FIRE SPRINKLER SYSTEM	G.P.M.	G.P.M.	G.P.M.	
IRRIGATION USE, MAX FLOW PER VALVE	G.P.M.	G.P.M.	G.P.M.	FIRE PROTECTION SYSTEM	G.P.M.	G.P.M.	G.P.M.	

WASTEWATER LOADS:			UNITS			F.U.: Fixture Unit D.U.: Dwelling Units S.F.: Square-Feet G.P.D.: Gallons per Day		
USE CATEGORY	EXISTING FIXTURE UNITS	PROPOSED FIXTURE UNITS	EXISTING UNITS	PROPOSED UNITS	TOTAL UNITS (EXISTING + NEW)	UNIT FLOW RATE (G.P.D./UNIT) *	FLOW RATE UNIT x FLOW RATE	
MULTI-FAMILY	F.U.	F.U.	D.U.	D.U.	D.U.	180	G.P.D.	
COMMERCIAL	F.U.	F.U.	S.F.	S.F.	S.F.	0.15	G.P.D.	
LIGHT INDUSTRIAL	F.U.	F.U.	S.F.	S.F.	S.F.	0.10	G.P.D.	
RESEARCH/OFFICE	F.U.	F.U.	S.F.	S.F.	S.F.	0.10	G.P.D.	
MAJOR INSTITUTIONAL	F.U.	F.U.	S.F.	S.F.	S.F.	0.15	G.P.D.	

\* WASTEWATER UNIT FLOW RATES: REFER TO SECTION 2730 IN THE CURRENT "UTILITY STANDARDS" FOR WASTEWATER DESIGN STANDARDS.

## ELECTRIC SERVICE INFORMATION - (CPAU OFFICE USE ONLY)

- All work per CEC and CPA Electric Service Requirements and Standards. Includes "LIKE-FOR-LIKE" replacement work. More details, visit: [www.cityofpaloalto.org/ElectricServiceRequirements](http://www.cityofpaloalto.org/ElectricServiceRequirements)
- Additional fees may apply after permit approval. Payment of the final invoice must be received by the City of Palo Alto before any work will be scheduled.
- Electric service panel must meet the AIC rating indicated above for the requested service voltage.
- Service Panels 400 Amps or greater: Submit factory drawings for approval. Panel less than 400 Amps: Catalog cutsheets are acceptable
- Only socket type meters are allowed.
- Call Electric Operations (650-496-6914) for service disconnect and reconnect, if required.
- All work must be inspected and approved by CPA utilities inspector (650-496-5934) & building inspection (650-329-2496) prior to final connection by Utilities.

Additional Sheets are Attached:  Yes  No

Electric Service Information (CPAU use ONLY)		Service Order Number	
Estimated Demand	KVA	Transformer KVA and Type	
Map Number		Transformer Number(s)	
Fees	\$	Minimum AIC rating of Electric Panel for requested service	_____ A Symmetrical at _____ V
Electric Application Approved by:		Phone #:	Date:

### UTILITY PLAN SUBMITTAL CHECKLIST:

This checklist is intended to provide general guidance and minimum criteria for the design and construction requirements for utility facilities for any development located within the City of Palo Alto. The purpose of this plan submittal checklist is to clarify the minimum information Utilities Engineering requires for the review of the service application. Utilities Engineering will only review and provide written comments on a completed set of design plans that are submitted for review.

- COMPLETED AND SIGNED UTILITY SERVICE APPLICATION INCLUDING UTILITY DEMANDS FOR THE REQUIRED SERVICES
- FINAL AND LEGAL ADDRESS FOR THE SERVICE OR METER LOCATION. ADU'S MUST HAVE AN ADDRESS TO ESTABLISH SERVICE.
- SITE PLAN SHOWING EXISTING AND PROPOSED UTILITY SERVICES, METER LOCATIONS, BACKFLOWS, CLEANOUT, BACKWATER VALVE ETC.
- EASEMENT REQUIREMENTS
- ARCHITECTURAL PLANS TO REVIEW METER LOCATIONS (ELEVATION PLANS, FLOOR PLANS, WINDOW SCHEDULES)
- ELEVATION PLANS SHOWING GAS/ELECTRIC METERS IN RELATION TO WINDOWS, VENTS, BUILDING EQUIPMENT OR SOURCES OF IGNITION
- PLUMBING, MECHANICAL PLANS INDICATING LOADS AND GAS PIPING DIAGRAM.
- SITE OR PLUMBING PLANS SHOWING THE CITY SEWER CLEAN OUT AND PROPOSED SEWER DISCHARGE CONNECTION. ADU'S ARE INCLUDED
- LANDSCAPING PLANS SHOWING EXISTING AND PROPOSED TREES TO BE PLANTED NEAR UTILITY LINES
- ELECTRICAL PLANS SHOWING UNDERGROUND AND OVERHEAD UTILITIES AND SERVICE POINT OF CONNECTIONS WITH METERS
- LOCATION OF ELECTRICAL MAIN SERVICE PANEL AND SUBPANELS IF RELOCATING THE ELECTRIC SERVICE MORE THAN 10 FEET.
- ELECTRIC SINGLE LINE DIAGRAM OF PROPOSED INSTALLATION (REQUIRED FOR 400 AMPS AND UP REQUESTS)
- FRONT VIEW PHOTOS OF EXISTING GAS AND ELECTRIC METERS (FOR SERVICE UPGRADES)
- ADDITIONAL UTILITY LOADS DETAILS BEYOND THOSE LISTED ON THE APPLICATION
- INTERCONNECTION AGREEMENT FOR NET ENERGY METERING GENERATING FACILITIES: PHOTOVOLTAIC, ENERGY STORAGE PROJECTS





Login Name:  
  
 Password:  
  
**LOG ME IN**  
[Forgot User Name](#)  
[Forgot Password](#)  
[Create an Account](#)  
 Login to access existing applications and permits, manage inspections, access plan review comments, or create additional permits and applications for your account.

[Online Permit Home](#)  
[Disclaimer](#)  
[Permit Center](#)  
[City Home Page](#)  
[Q & A](#)



**Application with Design Documents (Drawings, Calculations, etc.)**

[Introduction](#) | [Begin Application](#) | [Property](#) | [People](#) | [Project Info](#) | [Declarations](#) | [Documents](#) | [Review](#)

**Application**

You can apply for any Building Permit here on the City of Santa Clara's online Permit Center. To create an application you will need all required electronic plans and documents and complete information on your project.

**Incomplete Applications**

Incomplete or unpaid applications will be discarded after 30 days.

Upon submitting your application, if you had not already logged in, you need to create an account with a login name and password to submit your application. Once the application is submitted, a completeness review will be done to determine if all required information has been submitted. If any information is missing, the reviewer will mark the application as incomplete and an email will be sent to you letting you know the problems with the application. You can then log back in, update the application and resubmit with the missing information.

Once the application is accepted and plan check fee paid, a Building Plan Check number (same as Building Permit number) will be issued to you. This number will be required to view the plan review comments and permit status online. Then, the submitted plans and document will be reviewed by the appropriate departments. Any comments about the project will be available here on the City of Santa Clara's Online Permit Center when you login to your account.

**Re-Submittal**

You can resubmit the revised plans and responses to plan check comments online using the same password and building permit number. To facilitate the recheck process, revisions to the original drawings shall be clouded with the revision number and submittal shall be accompanied with a transmittal letter clarifying the revisions and submitted documents. File document shall be identified with '1' for first re-submittal, '2' for second re-submittal, etc...The review process will be repeated as above until approval by all required departments.

**Permit Issuance**

After the plans are approved for permit issuance, a minimum of two (2) sets of final building plans with the stamps and signatures of the California licensed architects or engineers must be submitted to the Permit Center together with the permit fees. Three (3) sets of drawings are required if the project requires Fire department's approval. Also, additional set of drawings may be required for the county record. The permit will be issued at the Permit Center.

To start the application process, click the button to "Continue >>>" below. Please allow one business day for your application to be reviewed for acceptance.

# Sample of Utility Required Drawing/Plan Set/Package

### SINGLE LINE DIAGRAM

Diagram showing incoming primary, transformers (277/480V, 208/120/208V), busbars, breakers, and various equipment like UPS, meters, and panels. Includes callouts for details.

### PANEL INFORMATION

Panel No.	Location	Panel Type	Panel Rating	Panel Description
1	Room 101	Panel A	3000	Panel A
2	Room 101	Panel B	3000	Panel B
3	Room 101	Panel C	3000	Panel C
4	Room 101	Panel D	3000	Panel D
5	Room 101	Panel E	3000	Panel E
6	Room 101	Panel F	3000	Panel F
7	Room 101	Panel G	3000	Panel G
8	Room 101	Panel H	3000	Panel H
9	Room 101	Panel I	3000	Panel I
10	Room 101	Panel J	3000	Panel J

### CABLE SCHEDULE

NO.	DESCRIPTION	QTY.	NOTE
1	4-1/2" ALUMINUM CONDUIT	100	FOR SERVICE TO ROOM 101
2	4-1/2" ALUMINUM CONDUIT	50	FOR SERVICE TO ROOM 102
3	4-1/2" ALUMINUM CONDUIT	25	FOR SERVICE TO ROOM 103
4	4-1/2" ALUMINUM CONDUIT	15	FOR SERVICE TO ROOM 104
5	4-1/2" ALUMINUM CONDUIT	10	FOR SERVICE TO ROOM 105
6	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 106
7	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 107
8	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 108
9	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 109
10	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 110

### PANEL SCHEDULE PEV-A

Panel No.	Location	Panel Type	Panel Rating	Panel Description
1	Room 101	Panel A	3000	Panel A
2	Room 101	Panel B	3000	Panel B
3	Room 101	Panel C	3000	Panel C
4	Room 101	Panel D	3000	Panel D
5	Room 101	Panel E	3000	Panel E
6	Room 101	Panel F	3000	Panel F
7	Room 101	Panel G	3000	Panel G
8	Room 101	Panel H	3000	Panel H
9	Room 101	Panel I	3000	Panel I
10	Room 101	Panel J	3000	Panel J

### PANEL SCHEDULE PEV-B

Panel No.	Location	Panel Type	Panel Rating	Panel Description
1	Room 101	Panel A	3000	Panel A
2	Room 101	Panel B	3000	Panel B
3	Room 101	Panel C	3000	Panel C
4	Room 101	Panel D	3000	Panel D
5	Room 101	Panel E	3000	Panel E
6	Room 101	Panel F	3000	Panel F
7	Room 101	Panel G	3000	Panel G
8	Room 101	Panel H	3000	Panel H
9	Room 101	Panel I	3000	Panel I
10	Room 101	Panel J	3000	Panel J

### SHEET NOTES

1. DIMENSIONS AND LAYOUT TO BE VERIFIED IN THE FIELD BY CONTRACTOR.

2. ALL UNDERGROUND CONDUIT AND SUBSTRUCTURE TO BE INSTALLED BY CONTRACTOR AND PROTECTED BY CONCRETE GROUTING UNDER AND AROUND THE CONDUIT.

3. ALL EQUIPMENT INCLUDING ENCLOSURES, SWITCH GEAR, PANELS, BOARDS, ETC. CONDUITS, JUNCTION BOXES, AND ASSOCIATED HARDWARE TO BE PROVIDED AND INSTALLED BY THE ELECTRICAL CONTRACTOR.

4. ALL FUTURE CONDUITS TO REMAIN IN A USED CONDITION AS APPLICABLE FOR FUTURE USE.

5. INCLUDE FIELD OR FACTORY INSTALLED BREAK-APART RINGS AT THE SWITCHING POINT FOR SECURITY OF POTENTIAL EXPOSURE PER ARTICLE 110.10 OF THE 2008 NEC.

6. INCLUDE FIELD OR FACTORY AVAILABLE FULL CURRENT AND DATE OF FULL CURRENT CALCULATIONS ON SERVICE BUSES AS PER ARTICLE 110.10 OF THE 2008 NEC.

### VICINITY MAP

### GENERAL NOTES

1. THE CONTRACTOR SHALL VISIT THE SITE INCLUDING ALL AREAS INDICATED ON THE DRAWINGS. HE SHALL THOROUGHLY FAMILIARIZE HIMSELF WITH THE EXISTING CONDITIONS AND BY SIGNATURE AND SEAL, ACCEPT THE CONDITIONS UNDER WHICH HE SHALL BE OBLIGATED TO FULFILL HIS OBLIGATIONS.

2. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITERS LABORATORIES (UL) AND MARK THEIR LABELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TEST REPORTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND EQUIPMENT FROM THE MANUFACTURER'S REPRESENTATIVE TO VERIFY THE SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND EQUIPMENT SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE AUTHORITY HAVING JURISDICTION.

3. ALL FUTURE CONDUITS TO REMAIN IN A USED CONDITION AS APPLICABLE FOR FUTURE USE.

4. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITERS LABORATORIES (UL) AND MARK THEIR LABELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TEST REPORTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND EQUIPMENT FROM THE MANUFACTURER'S REPRESENTATIVE TO VERIFY THE SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND EQUIPMENT SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE AUTHORITY HAVING JURISDICTION.

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8. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITERS LABORATORIES (UL) AND MARK THEIR LABELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TEST REPORTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND EQUIPMENT FROM THE MANUFACTURER'S REPRESENTATIVE TO VERIFY THE SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND EQUIPMENT SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE AUTHORITY HAVING JURISDICTION.

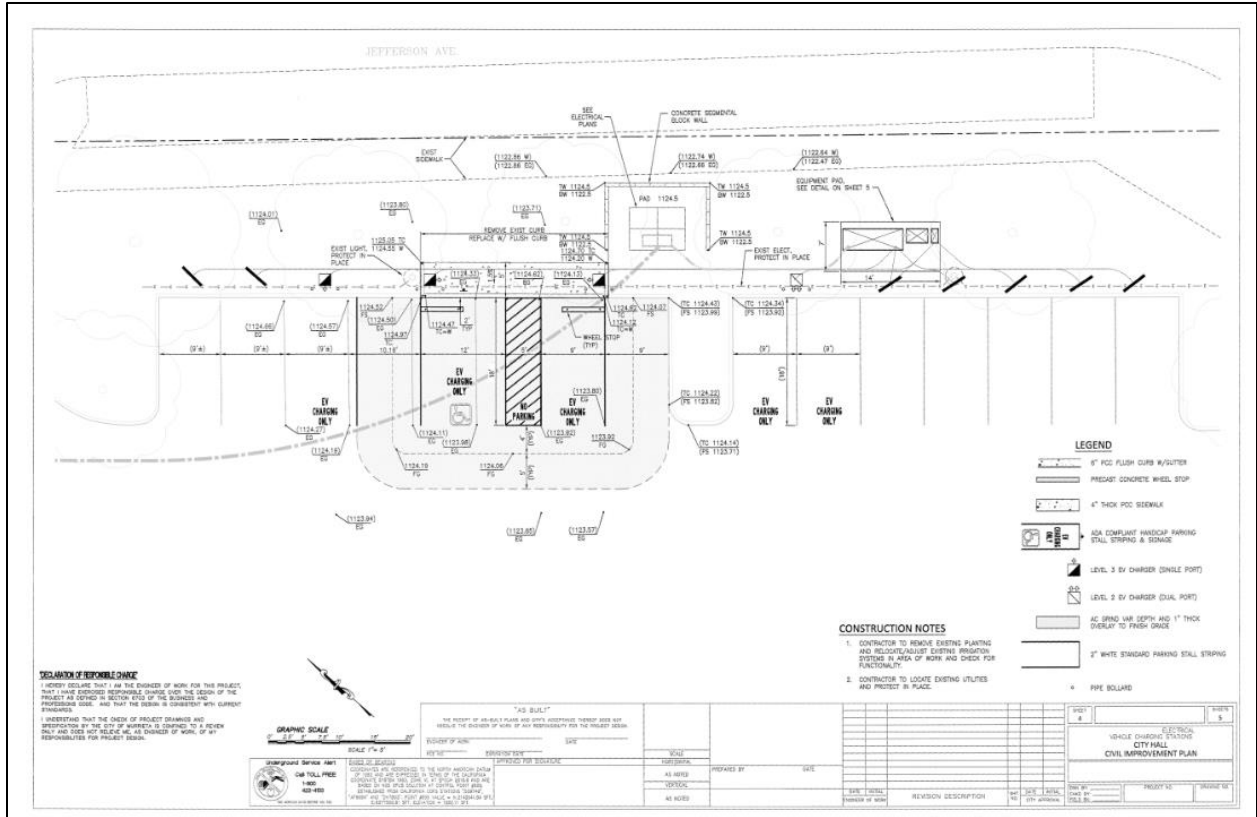
9. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITERS LABORATORIES (UL) AND MARK THEIR LABELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TEST REPORTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND EQUIPMENT FROM THE MANUFACTURER'S REPRESENTATIVE TO VERIFY THE SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND EQUIPMENT SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE AUTHORITY HAVING JURISDICTION.

10. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITERS LABORATORIES (UL) AND MARK THEIR LABELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TEST REPORTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND EQUIPMENT FROM THE MANUFACTURER'S REPRESENTATIVE TO VERIFY THE SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND EQUIPMENT SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE AUTHORITY HAVING JURISDICTION.

### CABLE SCHEDULE

NO.	DESCRIPTION	QTY.	NOTE
1	4-1/2" ALUMINUM CONDUIT	100	FOR SERVICE TO ROOM 101
2	4-1/2" ALUMINUM CONDUIT	50	FOR SERVICE TO ROOM 102
3	4-1/2" ALUMINUM CONDUIT	25	FOR SERVICE TO ROOM 103
4	4-1/2" ALUMINUM CONDUIT	15	FOR SERVICE TO ROOM 104
5	4-1/2" ALUMINUM CONDUIT	10	FOR SERVICE TO ROOM 105
6	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 106
7	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 107
8	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 108
9	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 109
10	4-1/2" ALUMINUM CONDUIT	5	FOR SERVICE TO ROOM 110





	6" POC FLUSH CURB W/GUTTER
	PRECAST CONCRETE WHEEL STOP
	4" THICK POC SIDEWALK
	ADA COMPLIANT HANDICAP PARKING STALL
	LEVEL 3 EV CHARGER (SINGLE PORT)
	LEVEL 3 EV CHARGER (DUAL PORT)
	AC STRIP W/IR DEPTH AND 1" THICK OVERLAY TO FRESH DRIVE
	2" WHITE STANDARD PARKING STALL STRIPING
	PIPE BOLLARD

- CONSTRUCTION NOTES**
- CONTRACTOR TO REMOVE EXISTING PLANTING AND REINSTALL/REPLACE EXISTING PLANTING, SYSTEMS IN AREA OF WORK AND CHECK FOR FUNCTIONALITY
  - CONTRACTOR TO LOCATE EXISTING UTILITIES AND PROTECT IN PLACE

**STATEMENT OF RESPONSIBILITY**

I HEREBY CERTIFY THAT AS THE ENGINEER OF WORK FOR THIS PROJECT, I HAVE PERSONAL RESPONSIBILITY FOR THE DESIGN OF THE PROJECT AS SHOWN AND THAT THE DESIGN CONFORMS WITH CURRENT PROFESSIONAL STANDARDS AND THAT THE DESIGN IS CORRECT WITH CURRENT STANDARDS.

I UNDERSTAND THAT THE DESIGN OF EXISTING CONDITIONS AND IMPROVEMENTS BY THE CITY OF WASHINGTON IS CONFIDENTIAL TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK, OF MY RESPONSIBILITIES FOR PROJECT DESIGN.






"AS SHOWN"			
NO.	DATE	REVISION DESCRIPTION	BY

# Sample Supporting Documents

## Signed Application Form

- ✓ A completed Application Form must have all fields filled out.
- ✓ Only the single signature page is required.
- ✓ Digital signatures must be manual and can include signing with a pen or cursor. Digital signature stamps without a manual signature are not accepted.

## Sample

Peninsula-Silicon Valley Incentive Project Application Form		 BUILDING EV INFRASTRUCTURE	
If any of the information below is incorrect, please contact CALeVIP staff at <a href="mailto:psv-calevip@energycenter.org">psv-calevip@energycenter.org</a> .			
Project application number:			
Applicant name:			
Applicant email:			
Organization name:			
Applicant type:			
Installation street address:			
City:	State:	ZIP:	County:
Mailing address:			
Site use:			
<i>Please review all charger equipment on the following page.</i>			
By signing this form, the applicant agrees to the following:			
1. I understand that the Energy Commission reserves all rights and remedies available under the law to enforce the Peninsula-Silicon Valley Incentive Project Requirements.			
2. I acknowledge that I have read, understand, and agree to be bound by the Peninsula-Silicon Valley Incentive Project Requirements as outlined within this Rebate Application Form.			
I certify, under the penalty of perjury, that the information provided herein and all supporting documentation is true, accurate, and complete.			
Name of applicant or authorized representative:		Total reserved rebate amount:	
Signature:		Date:	
			
<small>CSE-CALeVIP-062020</small>			

# Sample Supporting Documents

## Design Invoice

A completed copy of the paid design invoice includes the following:

- ✓ Installation site address
- ✓ Purchaser name
- ✓ Description of design and engineering work
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see [Best Practices](#))

## Sample

**INVOICE**

██████████  
CA License # ██████████

██████████

Invoice Number: ██████████  
Date: ██████████

**Bill To Address**  
██████████  
██████████

**Site Address**  
██████████  
██████████

Product Name	Product Description	Price
Engineering Design	Electrical Engineering Design & Drawing. Planning and Engineering design for development of drawings and plans meeting the American with Disabilities Act requirements for EV DCFC chargers and necessary project signage.	\$ ██████████
	Total	\$ ██████████

**PAID**  
5/8/19

*Thank you for your Business!!*

# Sample Supporting Documents

## Permit

An issued permit includes the following:

- ✓ Installation site address
- ✓ Project description (e.g., EV charger installation)
- ✓ Issued date and/or status, if applicable
- ✓ All required signatures, if applicable

## Sample

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>BUILDING PERMIT #</b></td> </tr> <tr> <td><b>JOB SITE ADDRESS (FORMER PERMIT #)</b> :</td> </tr> <tr> <td><b>APN</b></td> </tr> <tr> <td><b>APPLICANT</b></td> </tr> <tr> <td><b>OWNER</b></td> </tr> <tr> <td><b>CONTRACTOR</b></td> </tr> <tr> <td><b>ARCHITECT OR ENGINEER</b></td> </tr> <tr> <td><b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS</td> </tr> <tr> <td><b>USE</b> 437 Additions and Alterations - Nonresidential and non</td> </tr> <tr> <td><b>OCCUPANCY</b></td> </tr> <tr> <td>Zoning:                      Tract:                      Lot #:</td> </tr> <tr> <td>Total Valuation:</td> </tr> <tr> <td>Building SF:</td> </tr> <tr> <td>Garage SF:</td> </tr> <tr> <td>Patio SF:                      .....</td> </tr> <tr> <td style="text-align: center;"><b>DESCRIPTION OF FEES</b></td> </tr> </table>	<b>BUILDING PERMIT #</b>	<b>JOB SITE ADDRESS (FORMER PERMIT #)</b> :	<b>APN</b>	<b>APPLICANT</b>	<b>OWNER</b>	<b>CONTRACTOR</b>	<b>ARCHITECT OR ENGINEER</b>	<b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	<b>USE</b> 437 Additions and Alterations - Nonresidential and non	<b>OCCUPANCY</b>	Zoning:                      Tract:                      Lot #:	Total Valuation:	Building SF:	Garage SF:	Patio SF:                      .....	<b>DESCRIPTION OF FEES</b>	<p>City of [REDACTED]  <b>BUILDING DEPARTMENT</b>  [REDACTED]</p> <p style="text-align: center;"><b>LICENSED CONTRACTORS DECLARATION</b></p> <p>I hereby affirm that I am licensed under the 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.</p> <p>License Class                        License Number  Contractor                      <input checked="" type="checkbox"/>                      Date</p> <p style="text-align: center;"><b>OWNER-BUILDER DECLARATION</b></p> <p>I affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom 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).)</p> <p>I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provide that such 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 providing that he did not build or improve for purpose of sale.</p> <p>I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (sec. 7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)</p> <p>I am exempt Under Sec. _____, B.P.C. for this reason.</p> <p>Owner                      Date</p> <p style="text-align: center;"><b>WORKERS' COMPENSATION DECLARATION</b></p> <p>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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.  <input checked="" type="checkbox"/> I have and will maintain workers' compensation, 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:</p> <p><b>Carrier</b> _____  <b>Policy Number</b>   _____  (This section need not be completed of the permit is for one hundred Dollars (\$100) or less)</p> <p>I certify that in the performance of the work for which this permit is issued, I shall not employ any person in a manner so as to become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.</p> <p><b>Applicant</b>                      <b>Date</b>  <b>WARNING:</b> 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 as provided for in section 3706 of the Labor Code, interest, and attorney's fees.</p> <p>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 (Sec. 3097, Civil Code)</p> <p><b>Lenders Name</b> _____  <b>Lenders Address</b> _____</p> <p>I declare under penalty of perjury that I have read this application and that the above information is true and correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.</p>
<b>BUILDING PERMIT #</b>																	
<b>JOB SITE ADDRESS (FORMER PERMIT #)</b> :																	
<b>APN</b>																	
<b>APPLICANT</b>																	
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Total Valuation:																	
Building SF:																	
Garage SF:																	
Patio SF:                      .....																	
<b>DESCRIPTION OF FEES</b>																	
<p>Department Approval                      Date                      Signature of Applicant or Agent                      Date</p>																	

# Sample Supporting Documents

## Equipment Purchase Invoice

A completed copy of the paid equipment purchase invoice includes the following:

- ✓ Equipment make, model and quantity
- ✓ Purchaser name
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see [Best Practices](#))

### Sample

**PAID INVOICE**

**Please make check payable to** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Terms**  
\_\_\_\_\_

*Customer Name:* \_\_\_\_\_  
*Site Location:* \_\_\_\_\_

Date: \_\_\_\_\_  
Invoice #: \_\_\_\_\_  
Reference #: \_\_\_\_\_  
For: \_\_\_\_\_  
Bill to: \_\_\_\_\_

DESCRIPTION	AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):	[REDACTED]
Maker: _____	
Model: _____	
Services: _____ Network Service.	
Quantity: Two (2)	
Serial Numbers: _____	
<i>Comments:</i>	
PAID INVOICE on 09/27/19	SUBTOTAL \$ [REDACTED]
	OTHER -
	TOTAL \$ [REDACTED]

# Sample Supporting Documents

## Installation Purchase Invoice

A completed copy of the paid installation purchase invoice includes the following:

- ✓ Installation site address
- ✓ Purchaser name
- ✓ Description of installation work
- ✓ Contractor license number
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see [Best Practices](#))

### Sample

PAID INVOICE

[Redacted]  
 [Redacted]  
 Please make check payable to [Redacted]  
 [Redacted]  
 Contractor License #: [Redacted]

Date: [Redacted]  
 Invoice #: [Redacted]  
 Reference #: [Redacted]  
 For: [Redacted]  
 Bill to: [Redacted]

Customer Name: [Redacted]  
 Site Location: [Redacted]

DESCRIPTION	AMOUNT						
Breaker Installation							
Transformer Installation							
Conduit & Wiring							
Excavation							
Concrete/ Asphalt Work/ Mounting							
Site Modifications							
EVCS bolt-down							
Comments: <span style="color: red; font-weight: bold;">PAID INVOICE on 10/04/19</span>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: right; vertical-align: bottom;">SUBTOTAL</td> <td style="text-align: right; vertical-align: bottom;">\$ [Redacted]</td> </tr> <tr> <td style="text-align: right; vertical-align: bottom;">OTHER</td> <td style="text-align: right; vertical-align: bottom;">-</td> </tr> <tr> <td style="text-align: right; vertical-align: bottom;"><b>TOTAL</b></td> <td style="text-align: right; vertical-align: bottom;"><b>\$ [Redacted]</b></td> </tr> </table>	SUBTOTAL	\$ [Redacted]	OTHER	-	<b>TOTAL</b>	<b>\$ [Redacted]</b>
SUBTOTAL	\$ [Redacted]						
OTHER	-						
<b>TOTAL</b>	<b>\$ [Redacted]</b>						

# Sample Supporting Documents

## Final Inspection Card

A final inspection card includes the following:

- ✓ Installation site address
- ✓ Final sign-off date for EV charger installation
- ✓ All required signatures, if applicable

## Sample

City of \_\_\_\_\_

Development and Resource Management Department

---

For Inspections Call:

---

### INSPECTION RECORD CARD

---

LOCATION \_\_\_\_\_ OWNER \_\_\_\_\_

PERMIT \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

The following inspections must be called for by the pertinent contractor. No electrical wiring, plumbing, heating, or structural members shall be covered until all rough inspections are made.

Building Section	Electrical Section	Plumbing/Mechanical Section
Compaction _____	Temporary Power Pole _____	On-Site Sewer _____
Ufer Ground _____	Temporary Power _____	Manholes _____
Foundation _____	Underground _____	Storm Drains _____
_____	_____	Catch Basins _____
_____	_____	On-Site Water _____
_____	Rough Wire _____	Chlorination Test _____
_____	_____	Thrust Blocks _____
_____	_____	Fire Main Rgh. _____
_____	_____	Fire Main / 200# test _____
_____	_____	Fire Hydrant Flush _____
_____	_____	U.G. Rough Water _____
_____	_____	Rough Waste _____
_____	_____	Rough Gas _____
_____	_____	Vents _____
_____	_____	Water Pipe _____
_____	_____	Condensate Drains _____
_____	_____	H.W. Insulation _____
_____	_____	Roof Drains _____
_____	_____	Ducts Partial _____
_____	_____	Ducts Complete _____
_____	_____	Fireplace Flue _____
_____	_____	A.C. Smoke Test _____
_____	_____	Comm. Hood Shaft _____
_____	_____	Comm. Hood Duct _____
_____	_____	Comm. Hood Wall _____
_____	_____	Fire Suppression Test _____
_____	_____	R. P. Device _____
_____	_____	Landscape Spkr. _____
_____	_____	Med. Gas Rgh. _____
_____	_____	Med Gas Test _____
_____	_____	_____
_____	_____	Gas Test _____
_____	_____	Temporary Gas _____
_____	_____	Gas Meter Clearance _____
_____	_____	Safe - to - Stock _____
_____	_____	Safe - to - Occupy _____
_____	_____	_____
Final Inspection _____	_____	Mechanical Final _____
_____	_____	Plumbing Final _____

NOTE: Signature of Inspector after ALL items designates approval.  
See Reverse Side of this card for minimum FIRE PROTECTION REQUIREMENTS during construction. G-6

# Sample Supporting Documents

## Two Photos of Installed and Operational Equipment

Equipment photos must include the following:

- ✓ Required project labeling is clearly visible. Contact project implementers for stickers.
- ✓ All installed EV charger(s) included in your application must be photographed. Photos may include more than one EV charger.
- ✓ A complete view of the front of the installed operational and accessible EV charger(s). Partial or incomplete views will not be accepted.

Sample





# Sample Supporting Documents

## Photo of Equipment Serial Number

Serial number photo(s) must include the following:

- ✓ The complete equipment serial number for each EV charger included in your application. For example, if you applied for and installed 10 EV chargers, you are required to submit a total of 10 photos.
- ✓ The serial number must be shown on the EV charger.

## Sample



# Sample Supporting Documents

## Network Agreement with Minimum Term

A completed network agreement includes the following:

- ✓ Execution of the agreement including all required signatures
- ✓ All pages and sections of the agreement, including the full contract
- ✓ Term length – the contract of your agreement may be supplemented by a paid invoice showing the term length
- ✓ The required term for Level 2 chargers is two years and the required term for DC fast chargers is five years

### Sample

Attachment B

ELECTRIC VEHICLE CHARGING SERVICES AGREEMENT  
BETWEEN

<div style="background-color: black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p style="font-size: small;">(hereinafter "Provider")</p>	AND	<p>Client Name _____</p> <p>Client State of Incorporation _____</p> <p>Client Address _____ (hereinafter "Client")</p>
---	-----	--

Client hereby engages Provider for the Term of this Electric Vehicle Charging Services Agreement (this "Agreement") and any renewals and/or extensions thereof, to provide the services described in the Terms and Conditions attached hereto as Exhibit A within the real property owned and/or leased by Client with property address(es) set forth below, and/or attached hereto:

\_\_\_\_\_

(all property locations collectively referred to herein as the "Property").

Agreement Summary:

<p><b>Equipment Ownership.</b> The Parties agree that Provider shall own all right, title and interest in all of the electric vehicle charging infrastructure (the "Equipment") at the Property.</p> <p><b>Service &amp; Maintenance.</b> Provider agrees that it shall bear all costs associated with the service and maintenance of the Equipment and any Additional Equipment (as defined herein) at the Property for the Term of the Agreement (as defined in the attached <u>Exhibit A</u>).</p> <p><b>Electricity.</b> Client shall pay all electricity costs generated from the use of the Equipment and all Additional Equipment (as defined herein) on the Property.</p> <p><b>Term.</b> Three (3) years commencing on the latest date below; the Term shall automatically renew for one additional three (3) year term, upon written agreement by both parties in advance of the end of the then-current term.</p> <p><b>Revenue Payment.</b> Provider shall remit to Client fifty percent (50%) of the net profits generated by the Equipment installed as of the date of this Agreement, which shall include, but not be limited to, the gross revenues generated by electric vehicle charging fees and advertising, minus: (i) any and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the Equipment (the "Revenue Payment"). Any unpaid fees shall accrue to the next month.</p> <p><b>Site Exclusivity.</b> Client agrees that it will not contract with any other entity besides Provider to install, maintain, service or operate any electric vehicle charging equipment during the Term of this Agreement.</p> <p><b>Additional Equipment.</b> If, at any time during the Term of this Agreement, it should be determined that additional Equipment should be installed, either on the Property or at another Client-owned/managed location (the "Additional Equipment"), Provider shall have the exclusive right to provide the Additional Equipment at no cost to Client. Client shall pay installation</p>	<p>costs of any Additional Equipment, including all infrastructure and labor costs. Provider shall own all right, title and interest in all Additional Equipment, unless mutually agreed otherwise in writing. Client shall pay all electricity costs generated from the use of the Additional Equipment. All Additional Equipment shall be added to the Property list herein, and memorialized by both parties signing an Installation Date Acknowledgment Form, as described in <u>Exhibit A</u>.</p> <p><b>Additional Equipment Revenue Payment.</b> Provider shall remit to Client fifty percent (50%) of the net profits generated by any Additional Equipment installed after the date of this Agreement, which shall include but not be limited to, the gross revenues generated by electric vehicle charging fees and on-screen advertising, minus: (i) any and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the additional Equipment (the "Additional Equipment Revenue Payment"). Any unpaid fees shall accrue to the next month.</p> <p>By entering into this Agreement with Provider, Client agrees to be bound by all of the Terms and Conditions stated in <u>Exhibit A</u>. The parties hereto have executed this Electric Car Charging Services Agreement (inclusive of the terms listed on the applicable <u>Exhibit A</u>) on the last date written below.</p>
---	--


<p><b>CLIENT:</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>FEIN: _____</p>	<p><b>PROVIDER:</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
---	--

# Sample Supporting Documents

## Utility Service Order (if applicable)

- ✓ A completed utility service order includes the costs for design of service request from the utility planner.

## Sample

		<b>APPLICATION FOR SERVICE COMMERCIAL / INDUSTRIAL DEVELOPMENT</b>	
<small>Please complete this application and submit the completed form and attachments to PG&amp;E Application for Service at P.O. Box 24047, Fresno, CA, 93706-2010. You may also submit applications at <a href="http://www.pge.com/mybusiness/customerservice/otherrequests/newconstruction/">www.pge.com/mybusiness/customerservice/otherrequests/newconstruction/</a> or call 1-877-PGE-SRVC. *Indicates optional fields.</small>			
<b>Project Type</b>			
<input type="checkbox"/> Commercial Service (new) <input type="checkbox"/> Commercial/Industrial Development <input type="checkbox"/> Commercial/Industrial Service Upgrade (additional load / equipment) <input type="checkbox"/> Industrial Service (new) <input type="checkbox"/> Mixed Use Commercial/Residential              Number of Buildings              Number of Electric Services			
<b>Project Information</b>			
<input type="checkbox"/> Gas Service <input type="checkbox"/> Electric Overhead Service <input type="checkbox"/> Electric Underground Service              Date Initial Service Needed Project Address or Lot Number              City              County              Zip Nearest Cross Street *Assessor's Parcel No.              * Building Permit No. Applicant / Company Name <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other Day Phone (    )              *Cell Phone (    )              *Fax (    )              *Email address (Correspondence will be sent via e-mail ) Applicant Address              City              State              Zip			
<b>Contract Information</b>			
Legal name to appear on contract <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other *State of incorporation or LLC Name of person authorized to sign contracts              * Title (First Name, Middle Initial, Last Name) Mailing address for contract              City              State              Zip			
<b>Representative Information (Party who will relay project information and updates to the PG&amp;E representative)</b>			
Name of Representative Day Phone (    )              *Cell Phone (    )              *Fax (    )              *Email address Mailing address              City              State              Zip *Contractor's Name              *Contractor's Phone (    )			
<hr/> Automated Document – Preliminary Statement Part A <span style="float: right;">             Page 1 of 6              Form 62-0685              Advice 3343-G/4141-E              November 2012           </span>			