# CENTRAL COAST INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

FEBRUARY 10, 2020





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### **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.

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:

REQUIRED	ALTERNATIVE
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.
PERMIT	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.
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.

### Site Verification Form

(Required if the applicant organization receiving the rebate is NOT the site owner)

- ✓ 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.

Central Coast Site Verification F	orm	BUILDING EV INFRASTRUCTURE
must provide authorization, to the sat is authorized by the Owner of the real sign, and submit this form to CSE. CSI information as CSE may require to rev Central Coast Incentive Project promo the purchase and installation of eligibl Charger and up to \$6,500 per connec calevip.org/incentive-project/central-	isfaction of the Center for Sustainab property and the Applicant. Each O reserves the rights to require that <i>i</i> iew and approve of Applicant's appl tes easy access to zero-emission veh b CF ast Chargers and Level 2 char- tor for Level 2 Chargers are available coast.	where the proposed installation site is located, le Energy ("CSE"), that the installation work where and each Applicant must complete, Applicant and Owner provide such further lication. hicle infrastructure by offering rebates for gers. Rebates of up to \$80,000 per DC Fast . More information is available at: https:// will receive the rebate (Rebate Recipient).
APPLICANT. Please complete as follow:	Σ.	
Applicant/Organization Name (Re	bate Recipient):	
Application Number (e.g., E-0000	0):	
Installation Site Address:		
City:	State:	ZIP Code:
that CSE is relying on Applicant's foregoing Signature of Authorized Represen Name:	certifications in reviewing and approving	orm to CSE. Applicant acknowledges and agrees g of Applicant's application.
Date:		
	he real property located at to Applicant's installation of certain EV of horized to execute and submit this Site V oregoing certifications in reviewing and a	("Owner"), hereby represents and warrants to charging station equipment at the Property; and erification Form to CSE. Owner acknowledges approving of Applicant's application.
Name:	Title:	
	nue.	
Date:		
	Center for - Sustainable Energy™	

### 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.

If any of the information below is incom	rect, please contac	t CALeVIP staff at	t central-coast-calevip@energycenter.org.	
Project application number:		]		
Applicant name:				
Applicant email:				
Organization name:				
Applicant type:				
Installation street address:				
City:	State:	ZIP:	County:	
Mailing address:				
Site use:				
Please review all charger equipment on	the following page	2.		
the Central Coast Incentive Pro 2. I acknowledge that I have read Requirements as outlined with	Commission reserve oject Requirements I, understand, and a in this Rebate Appl	es all rights and re agree to be bound lication Form.	medies available under the law to enforce I by the Central Coast Incentive Project and all supporting documentation is true,	
Name of applicant or authorized repres	sentative:	Total	reserved rebate amount:	
ignature: Date:				

### **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 <u>Best Practices</u>)

	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 Diabilities Act requimrents for EV DCFC chargers and necessary project signage.	\$
	Total	\$
		PAID
		5/8/19
	Thank you for your Business!!	

### 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

JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
16	
APN	
APPLICANT	
AFFEIGAN	
	LICENSED CONTRACTORS DECLARATION
	I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section
OWNER	7000) of Division 3 of the Business and Professions Code, and my license is in full Force and effect.
	License Class License Number
	Contractor 🖌 Date
	OWNER-BUILDER DECLARATION
CONTRACTOR	I affirm that I am exempt from the Contractor's License Law for the following teason (Sec. 70315, Business and Professions Code: Any Lioy or county which requires a parmit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to lite a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (concentry) while Section 70016) of Division 3 of the Sutainass and Professions Code) or that he is exempt therefrom and the basis for the sileged exemption. Any violation of Section 7031.5 by any applicant for a permit.
ARCHITECT OR ENGINEER	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 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 of an owner of property who builds or improves thereon, and who does such work himself or through his own employees.
DESCRIPTION OF WORK	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
INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	providing that he did not build or improve for purpose of sale).
	I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (see, 7044 Business and Professions Code: The Contractor's License Las does not apply to an owner of property who builds or improves thereon, and who contractos for such projects with a contractor(s) licensed pruvenant to the Contractor's License Law.)
USE 437 Additions and Alterations - Nonresidential and non	
OCCUPANCY	I am exempt Under Sec, B.P.C. for this reason.
Zoning: Tract: Lot #:	Owner Date
Total Valuation:	WORKERS' COMPENSATION DECLARATION
Building SF:	I hereby affirm under penalty of perjury one of the following declarations:
Garage SF:	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
Patio SF:	this permit is issued. I have and will maintain workers' compensation, as required by Section 3700 of the
DESCRIPTION OF FEES	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   (This section need not be completed of the permit is for one hundred Dollares (\$100) or less)
	loarling that in the performance of the work for which this permit is issued, I shell 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.
	Applicant Date
	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 as provided for in section 3706 of the Labor Code, interest, and attorney's fees.
	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)
	Lenders Name
	Lenders Address
	Letters of Areas and the second secon

### **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 <u>Best Practices</u>)

	P	AID INVOICE
Please make check payable to	Date: Invoice #: Reference #: For: Bill to:	
DESCRIPTION		AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):		
Maker:		
Model:		
Services: Network Service.		
Quantity: Two (2)		
Serial Numbers:		
Comments:	 SUBTOTAL	s
PAID INVOICE on 09/27/19		\$
	OTHER	-
	TOTAL	

### 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 <u>Best Practices</u>)

		P	AID INVOIC
Please make check payable to		Date: Invoice #: Reference #: For: Bill to:	
DESCRIPTION			AMOUNT
Breaker Installation Transformer Installation			
Conduit & Wiring			
Excavation Concrete/ Asphalt Work/ Mounting			
Site Modifications			
EVCS bolt-down			
	1		
Comments:		SUBTOTAL	s
PAID INVOICE on 10/04/19		OTHER	
		TOTAL	\$

### **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

M	Develo	opment and Resource Management Departme
-	For Inspections Call:	
	INSPECTION RECORD	CARD
LOCATION	OWNER	
PERMIT	CONTRACTO	
	ed for by the pertinent contractor. No electrical w	iring, plumbing, heating, or statisturar members
Building Section	Electrical Section	Plumbing/Mechanical Section
Compaction	Temporary Power Pole	On-Site Sewer
Ufer Ground	Temporary Power	
Foundation	Underground	Manholes
roundation		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 Suppresion Test
		R. P. Device
		Landscape Spkr.
		Med. Gas Rgh.
		Med Gas Test
2	Final Inspection	
		Gas Test
	Fire Prevention:	Temporary Gas
112	C.4. 65.	Gas Meter Clearance
1.460		Safe - to - Slock
		Safe - to - Occupy
- STY		
Final Inspection		Mechanical Final
14.1		Plumbing Final

### 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.



### 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.
- $\checkmark$  The serial number must be shown on the EV charger.



### Copy of 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

			Attachment B
ELECTRIC VEHICLE			AGREEMENT
	BETW	VEEN	
	Α	ND	Client Name
			client state of incorporation
(hereinafter " <u>Provider</u> ")			
			Client Address (hereinafter "Client")
			(neremane)
Client hereby engages Provider for the Term of this Electric Veh extensions thereof, to provide the services described in the Term and/or leased by Client with property address(es) set forth below, (all property locations collectively referred to herein as the " <u>Prope</u>	ns and ( and/or a	Conditions a	ttached hereto as Exhibit A within the real property owned
Λστ	eement	Summary:	
AL	cement	Summary.	
Equipment Ownership. The Parties agree that Provider shall own all title and interest in all of the electric vehicle charging infrastructur "Equipment") at the Property. Service & Maintenance. Provider agrees that it shall bear all associated with the service and maintenance of the Equipment ar Additional Equipment (as defined herein) at the Property for the Term	re (the l costs nd any	costs. Pro Equipment, electricity of Additional I memorialize	y Additional Equipment, including all infrastructure and labor vider shall own all right, title and interest in all Additional unless mutually agreed otherwise in writing. Client shall pay all osts generated from the use of the Additional Equipment. All Equipment shall be added to the Property list herein, and a by both parties signing an Installation Date Acknowledgment scribed in <u>Exhibit A</u> .
Agreement (as defined in the attached <u>Exhibit A</u> ).	÷	Additional F	quipment Revenue Payment. Provider shall remit to Client fifty
Electricity. Client shall pay all electricity costs generated from the use Equipment and all Additional Equipment (as defined herein) o property.	of the	percent (50 installed aft limited to, t and on-scre	%) of the net profits generated by any Additional Equipment ter the date of this Agreement, which shall include but not be the gross revenues generated by electric vehicle charging fees ed advertising, minus: (i) any and all taxes, (ii) transaction fees,
Term: Three (3) years commencing on the latest date below; the shall automatically renew for one additional three (3) year term,			8.00 per month in network/connectivity fees related to the of the additional Equipment (the "Additional Equipment
written agreement by both parties in advance of the end of the s current term.	*		yment"). Any unpaid fees shall accrue to the next month.
current term. <u>Revenue Payment</u> . Provider shall remit to Client fifty percent (50%) of het profits generated by the Equipment installed as of the date of <u>Agreement</u> , which shall include, but not be limited to, the gross reve generated by electric vehicle charging fees and advertising, minus: (i and all taxes, (ii) transaction fees, and (iii) 518.00 per mont	<ul> <li>of the</li> <li>f this</li> <li>enues</li> <li>i) any</li> <li>th in</li> </ul>	By entering all of the Te executed th	<u>vment</u> "). Any unpaid fees shall accrue to the next month. into this Agreement with Provider, Client agrees to be bound by rms and Conditions stated in <u>Exhibit A</u> . The parties hereto have
current term. <u>Revenue Payment</u> . Provider shall remit to Client fifty percent (50%) of net profits generated by the Equipment installed as of the date of Agreement, which shall include, but not be limited to, the gross reve generated by electric vehicle charging fees and advertising, minus: (i	of the f this enues i) any th in t (the enues i) any th in t (the enues i) any th in t (the enue) is the enuel of the e	By entering all of the Te executed th	<u>yment</u> "). Any unpaid fees shall accrue to the next month. into this Agreement with Provider, Client agrees to be bound by rms and Conditions stated in <u>Evhibit 4</u> . The parties hereto have its Electric Car Charging Services Agreement (inclusive of the
current term. <u>Revenue Payment</u> . Provider shall remit to Client fifty percent (50%) of het profits generated by the Equipment installed as of the date of Agreement, which shall include, but not be limited to, the gross reve generated by electric vehicle charging fees and advertising minus: (i and all taxes, (ii) transaction fees, and (iii) \$18.00 per mont hetwork/connectivity fees related to the operation of the Equipment <u>'Revenue Payment</u> '). Any unpaid fees shall accrue to the next m <u>Site Exclusivity</u> . Client agrees that it will not contract with any other e	of the f this enues i) any th in t (the ionth. entity	By entering all of the Te executed th terms listed	<u>vment</u> "). Any unpaid fees shall accrue to the next month. into this Agreement with Provider, Client agrees to be bound by rms and conditions stated in <u>Exhibit</u> . The parties hereto have his Electric Car Charging Services Agreement (inclusive of the I on the applicable <u>Exhibit A</u> ) on the last date written below.
urrent term. tevenue Payment. Provider shall remit to Client fifty percent (50%) of tet profits generated by the Equipment installed as of the date of greement, which shall include, but not be limited to, the gross reve generated by electric vehicle charging fees and advertising, minus: (i) nd all taxes; (ii) transaction fees, and (iii) 518.00 per mont network/connectivity fees related to the operation of the Equipment <u>Revenue Payment</u> ). Any unpaid fees shall accrue to the next m <u>its Exclusivity</u> . Client agrees that it will not contract with any other e esides Provider to install, maintain, service or operate any electric ve	of the f this enues i) any th in t (the ionth. entity	By entering all of the Te executed th terms listed	<u>vment</u> "). Any unpaid fees shall accrue to the next month. into this Agreement with Provider, Client agrees to be bound by rms and conditions stated in <u>Exhibit</u> . The parties hereto have his Electric Car Charging Services Agreement (inclusive of the I on the applicable <u>Exhibit A</u> ) on the last date written below.
urrent term. <u>tevenue Payment</u> . Provider shall remit to Client fifty percent (50%) of tet profits generated by the Equipment installed as of the date of greement, which shall include, but not be limited to, the gross reve enerated by electric vehicle charging fees and advertising, minus: (i) ind all taxes, (ii) transaction fees, and (iii) 518.00 per mont etwork/connectivity fees related to the operation of the Equipment <u>Revenue Payment</u> ). Any unpaid fees shall accrue to the next m	of the f this enues i) any th in t (the ionth. entity ehicle	By entering all of the Te executed th terms listed CLIENT: By:	yment*). Any unpaid fees shall accrue to the next month.         into this Agreement with Provider, Client agrees to be bound by rms and Conditions stated in <u>Exhibit A</u> . The parties hereto have its Electric Car Charging Services Agreement (inclusive of the lot of the applicable <u>Exhibit A</u> ) on the last date written below.         PROVIDER.         By:
urrent term. <u>evenue Payment</u> . Provider shall remit to Client fifty percent (50%) of et profits generated by the Equipment installed as of the date of greement, which shall include, but not be limited to, the gross reve enerated by electric vehicle charging fees and advertising, minus: (i) all taxes, (ii) transaction fees, and (iii) 518.00 per mont etwork/connectivity fees related to the operation of the Equipment <u>Revenue Payment</u> "). Any unpaid fees shall accrue to the next mu- <u>ite Exclusivity</u> . Client agrees that it will not contract with any other e- elides Provider to install, maintain, service or operate any electric ve harging equipment during the Term of this Agreement.	of the f this enues i) any th in t (the ionth. entity ehicle ent, it	By entering all of the Te executed th terms listed CLIENT: By: Name:	yment*). Any unpaid fees shall accrue to the next month.         into this Agreement with Provider, Client agrees to be bound by rms and Conditions stated in <u>Exhibit A</u> . The parties hereto have of the state
urrent term. <u>ievenue Payment</u> . Provider shall remit to Client fifty percent (50%) of et profits generated by the Equipment installed as of the date of greement, which shall include, but not be limited to, the gross reve enerated by electric vehicle charging fees and advertising, minus: (i) all taxes, (ii) transaction fees, and (iii) 518.00 per mont envork/connectivity fees related to the operation of the Equipment <u>Revenue Payment</u> "). Any unpaid fees shall accrue to the next m <u>its Exclusivity</u> . Client agrees that it will not contract with any other e sides Provider to install, maintain, service or operate any electric ve	of the f this enues i) any th in t (the ionth. entity ehicle ent, it called,	By entering all of the Te executed th terms listed CLIENT: By: Name:	yment*). Any unpaid fees shall accrue to the next month.         into this Agreement with Provider, Client agrees to be bound by         yms and Conditions stated in <u>cxhibit</u> A. The parties hereto have         is Electric Car Charging Services Agreement (inclusive or Charging Services Agreement (inclusive or below.         I on the applicable <u>Exhibit A</u> ) on the last date written below.         PROVIDER:         By:

### Copy of Utility Service Order (if applicable)

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

an EDISON INTERNATIONAL® Company			Date Nece	ived by SCE:		
Individual or Business Name: (Customer / Developer – Tract DBA or LLC )						
Address:		Email Address:				
City:		State:		Zip Code:		
Attn:		Phone No:				
Legal Contact:		Phone No:				
(Individual responsible for signing contracts, paying fees Address:	and receiving potential refunds)	Email Address:				
City:		State:		Zip Code:		
Primary Field / Site Superintend	ent / Job Contact:					
Relationship to Project:		Phone No:				
E-mail Address:		FAX No:				
Project Address:						
City:			State	Zip Code:		
TG Map # or GPS		Major Cross Stree	et:			
Residential: Comm	ercial: Indu	Project Informati	Agricult			
				Indoor Cultivation		
Tract: Lot(s)				ed-Light Cultivation		
Is this project subject to Buy An Approximate start work date for SC		? Yes No Te		e Required: Yes 🗌 No 🛄		
Approximate date you would like th			ion Start Date.			
Scope of Project:		shorgizod.				
Solar or Generation Equipment to	be installed (If yes, ple	ase attach additional	descriptions/spe	ecifications): Yes No		
Electric Vehicle: Charg	ge Station Plu	ug-In Electric Vehicle (				
Panel Size (amps):		Service Voltage/	Phase:			
Total Tons of A/C:	Total # of A/C	Units:	Largest A/	/C Unit (tons):		
Total HP of Pumps:	Total # of Pun	np Units:	Largest Pu	ump (HP):		