SACRAMENTO COUNTY INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

FEBRUARY 10, 2020





Table of Contents

Best Practices	3
Proof of Payment	
Larger Construction Projects	
Authorities Having Jurisdiction (AHJs)	
Site Verification Form	
Signed Application Form	
Design Invoice	
Permit	
Equipment Purchase Invoice	
Installation Purchase Invoice	g
Final Inspection Card	10
Two Photos of Installed and Operational Equipment	11
Photo of Equipment Serial Number	12
Copy of Network Agreement with Minimum Term	13
Copy of Utility Service Order (if applicable)	

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)

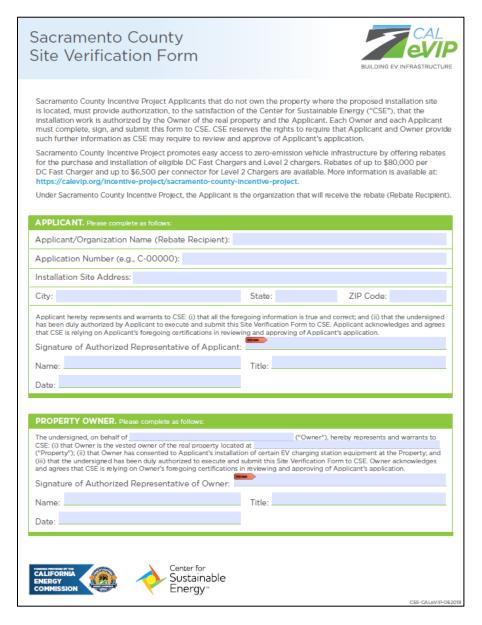
AHJ applicants may alternatively submit other documents in lieu of the following:

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

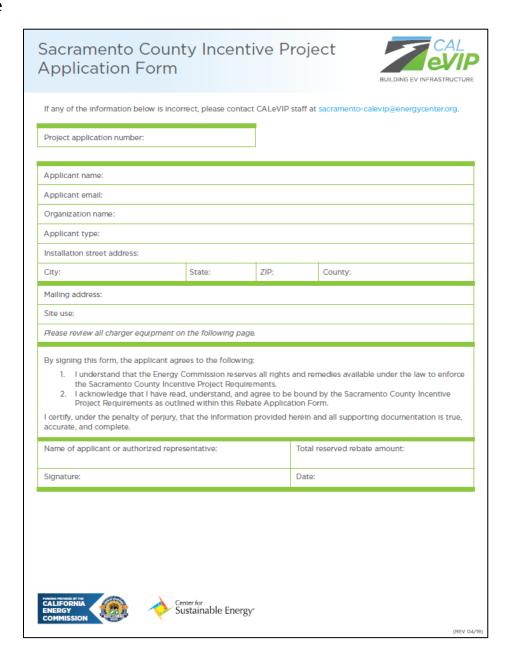
(Required if the applicant organization receiving the rebate is NOT the site owner)

- ✓ 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.



Signed Application Form

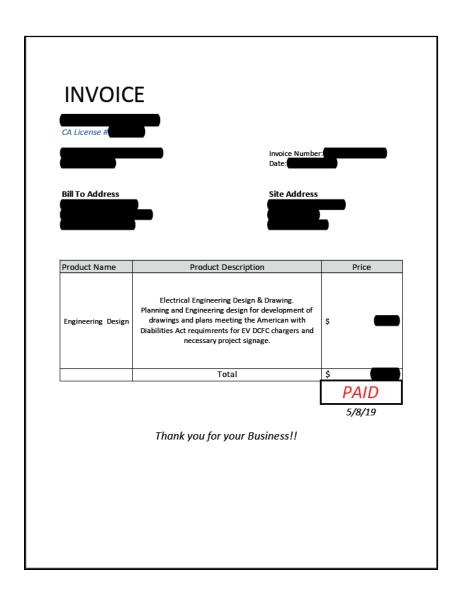
- ✓ A completed Application Form must have all fields filled out.
- ✓ Only the single signature page is required.
- ✓ Digital signatures must be manual and can include signing with a pen or cursor. Digital signature stamps without a manual signature are not accepted.



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>)



Permit

An issued permit includes the following:

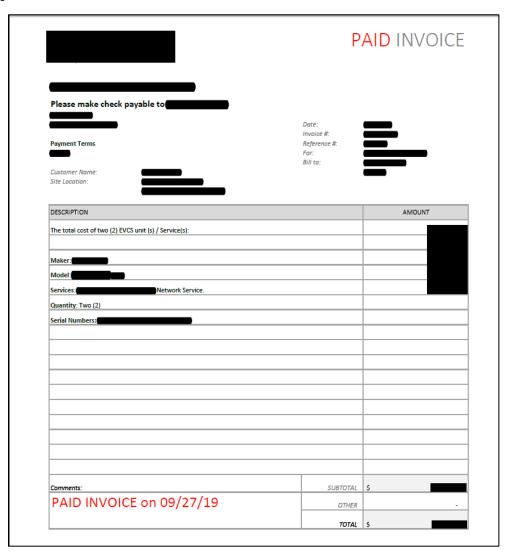
- ✓ Installation site address
- ✓ Project description (e.g., EV charger installation)
- ✓ Issued date and/or status, if applicable
- ✓ All required signatures, if applicable

BUILDING PERMIT #	City of BUILDING DEPARTMENT
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	-
APPLICANT	
	LICENSED CONTRACTORS DECLARATION
	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
OWNER	effect.
	License Class License Number Contractor Date
	OWNER-BUILDER DECLARATION
CONTRACTOR	I affirm that I am exempt from the Confractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code. Any city or court, which requires a parmit to construct, siter, improve, demotish, 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 Lucense Law (Chapter 9 (comencing with Section 7001) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basic for the alleged 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 then five hundred dollars (\$500.)) 1, as owner of the property, or my employees with wages as that role compensation, who do the work and the structure is not inhered to rollered for rate(see; 704.6, Bustiness and professions; cook. 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, provide that such improvements are not intended or offered for sale. If, however, the building is not apply and in the provider that such improvements are not intended or offered for sale. If, however, the building is not apply that the provider that such improvements are not intended or offered for sale. If, however, the building is
DESCRIPTION OF WORK	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).
INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	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 Ladoes not apply to an owner of property who builds or improves thereon, and who contractor's such projects with a confractor(s) licensed pursuant to the Contractor's License Law.)
USE 437 Additions and Alterations - Nonresidential and non OCCUPANCY	
Zoning: Tract: Lot#:	I am exempt Under Sec, B.P.C. for this reason.
Total Valuation:	Owner Date
Building SF:	WORKERS' COMPENSATION DECLARATION 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
Patio SF:	as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
DESCRIPTION OF FEES	Thave and will maintain workers compensation, as required by Section 3/LU of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
	Carrier
	Policy Number! (This section need not be completed of the permit is for one hundred Dollares (\$100) or less)
	Localify 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.
	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 feet.
	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
	I declare under penalty of perjury that I have read this application and that the above informati 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 inspecian purposes.
Department Approval Date	is true and correct. I agree to comply with all city and county ordinances and state laws relate to building construction, and hereby authorize representatives of this county to enter upon the

Equipment Purchase Invoice

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

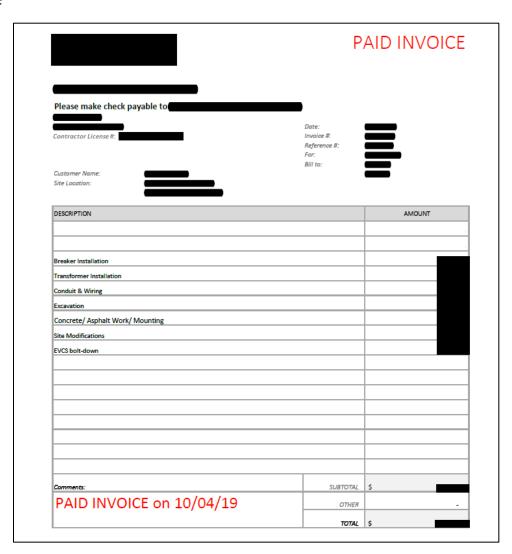
- ✓ Equipment make, model and quantity
- ✓ Purchaser name
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see <u>Best Practices</u>)



Installation Purchase Invoice

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

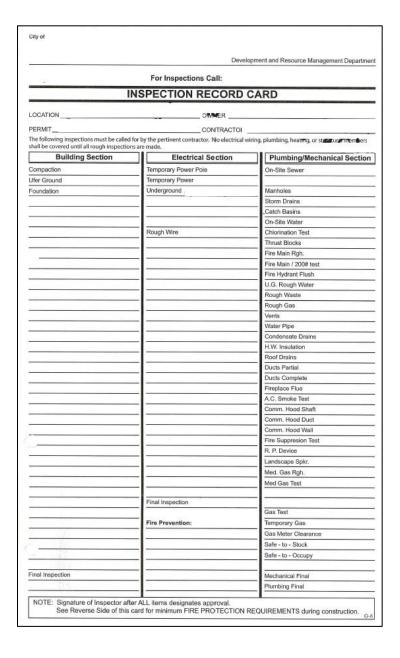
- ✓ Installation site address
- ✓ Purchaser name
- ✓ Description of installation work
- ✓ Contractor license number
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see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



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



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.
- ✓ 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			NT
	BETWEEN		
	AND	Client Na	me ste of incorporation
(hereinafter " <u>Provider</u> ")		Client Ad (hereina	<mark>dress</mark> ter " <u>Client</u> ")
Client hereby engages Provider for the Term of this Electric Veh extensions thereof, to provide the services described in the Tern and/or leased by Client with property address(es) set forth below,	ns and Cond and/or attac	itions attached h	
(all property locations collectively referred to herein as the "Prope	rty").		
Agri	eement Sum	mary:	
<u>Equipment Ownership</u> . The Parties agree that Provider shall own all title and interest in all of the electric vehicle charging infrastructur "Equipment") at the Property. <u>Service & Maintenance</u> . Provider agrees that it shall bear all associated with the service and maintenance of the Equipment as Additional Equipment (as defined herein) at the Property for the Term Agreement (as defined in the attached <u>Exhibit A</u>).	re (the cost Equ elec costs Add any mer of the Forr Add Add	s. Provider shall ipment, unless mu tricity costs gener itional Equipment norialized by both m, as described in J itional Equipment	Revenue Payment. Provider shall remit to Client fifty
<u>Electricity</u> . Client shall pay all electricity costs generated from the use Equipment and all Additional Equipment (as defined herein) or Property. <u>Terms</u> Three (3) years commencing on the latest date below; the	on the inst limi and Term and	alled after the dat ted to, the gross r on-screed adverti: (iii) \$18.00 per r	net profits generated by any Additional Equipment e of this Agreement, which shall include but not be evenues generated by electric vehicle charging fees ing, minus: (i) any and all taxes, (ii) transaction fees, nonth in network/connectivity fees related to the
shall automatically renew for one additional three (3) year term, written agreement by both parties in advance of the end of the current term.	then- Rev	enue Payment"). A	Iditional Equipment (the " <u>Additional Equipment</u> ny unpaid fees shall accrue to the next month.
Revenue Payment. Provider shall remit to Client fifty percent [50%] one 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 mon network/connectivity fees related to the operation of the Equipment	of the all of f this exe enues terr i) any th in	f the Terms and Co cuted this Electric	preement with Provider, Client agrees to be bound by onditions stated in <u>Exhibit A. The</u> parties hereto have Car Charging Services Agreement (inclusive of the plicable <u>Exhibit A</u>) on the last date written below.
"Revenue Payment"). Any unpaid fees shall accrue to the next m	onth. CLIE	NT:)	PROVIDER:
<u>Site Exclusivity</u> . Client agrees that it will not contract with any other or besides Provider to install, maintain, service or operate any electric vo charging equipment during the Term of this Agreement.	ehicle		1
	By:	ie:	By: Name:
Additional Equipment. If, at any time during the Term of this Agreeme	ent, it		Title:
should it be determined that additional Equipment should be inst		:	

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® Comp	pany				Dat	te Receive	ed by SCE:	
Individual or Business Na (Customer / Developer – Tract DBA or LLC								
Address:	,		Er	nail Address:				
City:			St	ate:			Zip Code:	
Attn:			Ph	none No:				
Legal Contact:			Ph	none No:				
(Individual responsible for signing contracts, Address:	paying fees and receivi	ng potential refund	is)	nail Address:				
City: State:							Zip Code:	
Primary Field / Site Super	rintendent / J	ob Contac	t:					
Relationship to Project:			Ph	none No:				
E-mail Address:			FA	XX No:				
Project Address:								
City:					State	e	Zip Code:	
TG Map # or GPS			N	Major Cross Stree	et:			
Residential: Service Requested:	Commercial: Overhead:		Industria Undergro			Agricultur	al: Cultivation	
Tract: Lot(s)				Mixed-Light Cultivation				
Is this project subject to	Buy America	Complia	nce? Ye	s No Te	mpora	ry Service R	equired: Yes No	
Approximate start work da	te for SCE crev	vs:		Your Construct	tion Sta	art Date:		
Approximate date you wou Scope of Project:	ıld like the job o	completed a	and energ	gized:				
	ment to be inst	alled (If yes	s, please	attach additional	descri	otions/specif	fications): Yes No	
Solar or Generation Equip	Charge Stati	on [Plug-In	Electric Vehicle (PEV)			
Solar or Generation Equipment Solar	_ Charge Stati			Service Voltage/	Phase	:		
	_ Charge Stati			nits: Largest A/C			C Unit (tons):	
Electric Vehicle:	_ Charge Stati	Total # of	A/C Units	3:		argestric	ornit (torio).	
Electric Vehicle: Panel Size (amps):	Charge Stati	Total # of				argest Pum	` '	