

SAN DIEGO COUNTY INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

AUGUST 30, 2021



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:

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.

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

San Diego County
Site Verification Form


BUILDING EV INFRASTRUCTURE

San Diego County 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 San Diego County 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/san-diego-county.

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-07/2020

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: _____

Notice:

EV chargers installed with CALeVIP incentives are eligible to generate Low Carbon Fuel Standard credits. Under California's Low Carbon Fuel Standard (LCFS) all operational electric vehicle chargers generate credits for dispensing fuel, and DC fast chargers can also generate infrastructure credits based on the capacity of the DC fast charger minus the quantity of dispensed fuel. These credits can be claimed and sold for economic benefit. The EV charger owner typically has rights to these LCFS credits, but they may be assigned/transacted to another party. To learn more about LCFS, see <https://calevip.org/sites/default/files/docs/calevip-san-diego/Low-Carbon-Fuel-Standard-brief.pdf>




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				PERMIT#: ISSUED			
General Info : 714-741-5307 Inspection Requests : 855-380-8758							
Owner		Telephone		Zip		Building Address	
Address		City		State		Suite/Unit/Building	
						TYPE ISSUED BY	
Applicant		Telephone		Zip		Inspector Dist. Parcel Number LOT TRACT	
Address		City		State			
Contractor		Telephone		Zip		Valuation	
Address		City		State			
State Licence Expires		City Licence Expires					
Floor Area(sq. ft.)		Residential/Commercial		Commercial			
Job Description INSTALL 1 LEVEL 3 EV CHARGING STATION (EVCS) AT (E) GAS STATION. INCLUDES NEW ELECTRICAL 75KVA TRANSFORMER 208V, 30-480V, 30 FED FROM (E) 208Y/120V 600A METER, 3PH, 4W DISTRIBUTION PANEL.							
<small>DECLARATION I certify that I have read this application/permit and state that the information on all pages of this document is correct. I agree to comply with all City and County ordinances and state laws relating to building, construction, and hereby authorize representatives of this City and County to enter upon the above mentioned property for inspection purposes.</small>							
X Applicant's Signature Print Name							
				F E E S			
				Description Quantity Amount			
				Cultural Arts Fee, Valuation			
				General Plan Update Fee, Valuation			
				Plan Check Fee - Disabled Access (Commercial) 1			
				Plan Check Fee			
				Plan Check Fee - Energy Conservation (Commercial) 1			
				Building Permit Document Retention Fee 1			
				Building Technology Fee 1			
				Plan Retention 5			
				BSASRF State Fee			
				Engineering Plan Check - Tenant Improvement 1			
				Electrical Plan Check Fee 1			
				Power Apparatus - Over 5 but not over HP/kW/kVA/kVAR 2			
				Receptical, switch, outlet, and fixture 1			
				Planning Plan Check Fee - Tenant Improvement 1			
				SMI (Commercial) 1			
				Inspection			
				Issuance Fee 1			
				Building Permit Fee			
				One-Stop Permit Center Surcharge			
				TOTAL			

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

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

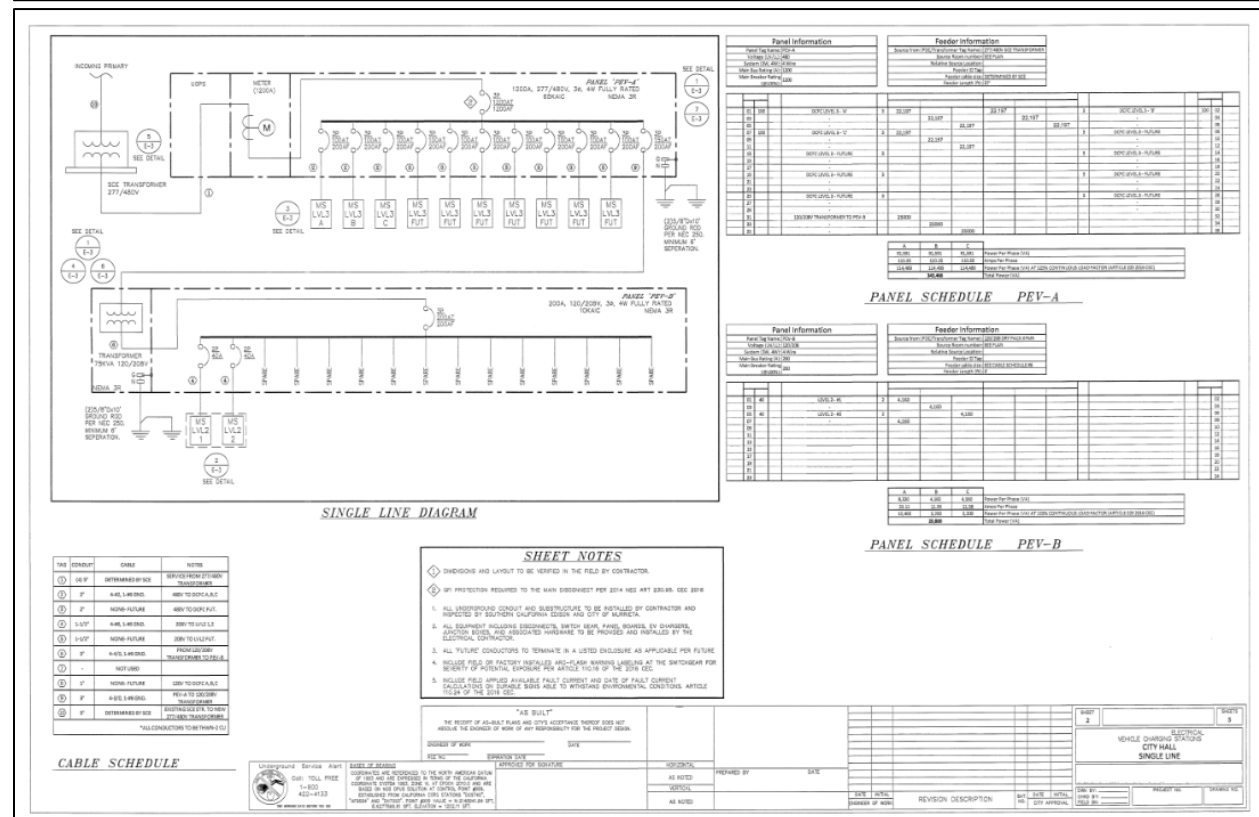
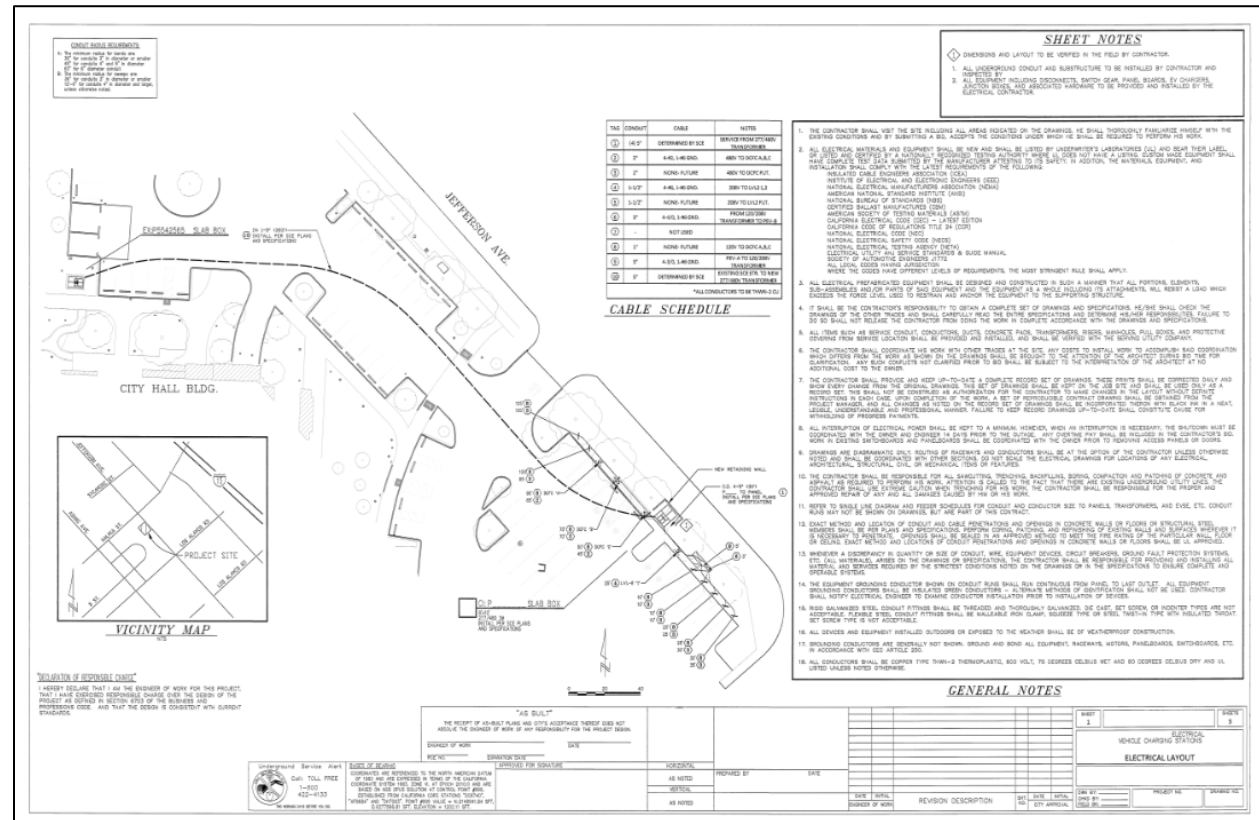
Electrical Permit

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

- ✓ [SDG&E Request for Service Commercial/Industrial Development](#) (for utility service application)

 **Request for Service**
Commercial / Industrial Development

A Sempra Energy Company

Please complete and submit this request along with the REQUIRED plans to the applicable SDG&E Project Management office.

Project Information

☐ Gas Service ☐ Electric Overhead Service ☐ Electric Underground Service Thomas Guide Coord. _____

Project Address/Location _____ City _____ State _____ Zip _____

Nearest Cross Street _____ Assessor's Parcel # _____ Building Permit # _____

Applicant / Company Name _____ Phone # _____

Applicant Address _____ City _____ State _____ Zip _____

Legal name to appear on contract _____ (Include whether individual, partnership, corporation - including an incorporated association, state of incorporation or LLC)

Name of person authorized to sign contracts _____ First Name, Middle Initial, Last Name _____ Title _____

Mailing address for contract _____ City _____ State _____ Zip _____

Primary Contact Information (primary contact person relaying information between applicant and SDG&E representative)

Name of Primary Contact _____ Company _____

Phone # _____ Cell # _____ Fax # _____ Email address _____

Mailing Address _____ City _____ State _____ Zip _____

Project Timeline

Grading start date _____ Trench start date _____ Date Initial service needed _____

Applicant Design and Installation Options

The Applicant Design Option for New Installations is a provision of SDG&E's Rule 15 section F that allows an applicant to hire a qualified contractor to design new gas and electric facilities, which is normally the responsibility of the utility. Applicant Design may be applied to Rule 13 (Temporary Service), Rule 15 (Distribution Line Extensions) and Rule 16 (Service Extensions). All Applicant Design work on gas and electric facilities must be performed by or under the direction of a licensed professional engineer and all design work submitted to the utility must be certified by an appropriately licensed professional engineer, consistent with the applicable federal, state, and local codes and ordinances. Prior to making your decisions please refer to Rule 15 for more detail.

☐ Option 1 – Design by Utility ☐ Option 2 – Design by Applicant ☐ Option 3 – Request a Bid

The Applicant Installation Option is a provision of SDG&E's Rule 15 section G. Under this option the applicant may select the competitive bidding option. When Applicant selects competitive bidding, the Distribution Line Extension may be installed by Applicant's qualified contractor or sub-contractor in accordance with utility's design and specifications. Prior to making your decisions please refer to Rule 15 for more detail and minimum contractor qualifications.

Gas ☐ Utility Installation ☐ Applicant Installation ☐ Not applicable

Electric Underground (cable and connections) ☐ Utility Installation ☐ Applicant Installation ☐ Not applicable

Electric Overhead ☐ Utility Installation ☐ Applicant Installation ☐ Not applicable

SDG&E's tariffs, including Rule 15, can be accessed at http://www.sdge.com/regulatory/tariffs/current_tariffs.shtml

Construction Information

Will temporary electric service be required? ☐ No ☐ Yes If yes, date needed _____

Will existing SDG&E electric overhead facilities require undergrounding? ☐ No ☐ Yes If yes, date needed _____

Will any existing SDG&E gas or electric facilities require relocation or removal? ☐ No ☐ Yes If yes, date needed _____

Are you planning on installing any self-generation equipment (photovoltaic or wind generation)? ☐ No ☐ Yes

Proposed Joint Trench Utilities ☐ Electric ☐ Gas ☐ Cable TV ☐ Phone

Operating Information

Type of Building (example: Office, Restaurant, Manufacturing, School, Shell, etc.) _____

Operating Hours

Hours per day _____ Days per week _____ Months per year _____

Typical daily operating hours: From _____ ☐ AM ☐ PM To _____ ☐ AM ☐ PM

Please describe other operating characteristics _____

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Load Information (if multiple buildings, please provide separate gas and electric load information for each building)

Square footage of building (including all floors) _____ Number of stories of building _____

IMPORTANT NOTE: Do NOT install your electric main switch or gas house line until the meter location is approved by SDG&E.**Electric Load Information**

New Main Switch Size (Service Termination Enclosure) _____ amps Existing Main Switch Size (Service Termination Enclosure) _____ amps Number of meters at service location _____

Voltage: (select one)

☐ 120/240 Volt, 3-wire, 1Ø ☐ 240/120 Volt, 4-wire, 3Ø ☐ 208/120 Volt, 4-wire, 3Ø
☐ 480/277 Volt, 4-wire, 3Ø ☐ Primary voltage (> 480 Volts) ☐ Other (specify) _____

Single Largest 1Ø Motor _____ hp Total 1Ø Motors _____ hp Single Largest 3Ø Motor _____ hp Total 3Ø Motors _____ hp

Single Largest 1Ø Air Conditioning _____ hp Single Largest 3Ø Air Conditioning _____ hp

Total Lighting _____ kW Receptacles _____ kW X-Ray _____ kW

Cooking _____ kW Computer _____ kW Welder _____ kW

Water Heater ☐ Standard or ☐ Tankless _____ kW Elevators # _____ at _____ HP each**Additional Electric Load (if additional space is needed please attach a spread sheet using same format as below)**

Number of Appliances	Phase	Description of Appliance	Total Connected Load	Units
_____	<input type="checkbox"/> 1Ø <input type="checkbox"/> 3Ø	_____ at _____	_____	<input type="checkbox"/> kW <input type="checkbox"/> HP <input type="checkbox"/> tons
_____	<input type="checkbox"/> 1Ø <input type="checkbox"/> 3Ø	_____ at _____	_____	<input type="checkbox"/> kW <input type="checkbox"/> HP <input type="checkbox"/> tons
_____	<input type="checkbox"/> 1Ø <input type="checkbox"/> 3Ø	_____ at _____	_____	<input type="checkbox"/> kW <input type="checkbox"/> HP <input type="checkbox"/> tons
_____	<input type="checkbox"/> 1Ø <input type="checkbox"/> 3Ø	_____ at _____	_____	<input type="checkbox"/> kW <input type="checkbox"/> HP <input type="checkbox"/> tons
_____	<input type="checkbox"/> 1Ø <input type="checkbox"/> 3Ø	_____ at _____	_____	<input type="checkbox"/> kW <input type="checkbox"/> HP <input type="checkbox"/> tons

Natural Gas Load InformationGas Service Delivery Pressure Requested: ☐ 1/4 psig ☐ 5 psig ☐ Other (____ psig) Number of meters at each service location: _____

Quantity	Connected Load	Quantity	Connected Load
Space Heating _____ @ _____	_____ MBTU/h	Cooking _____ @ _____	_____ MBTU/h
HVAC _____ @ _____	_____ MBTU/h	Dryers _____ @ _____	_____ MBTU/h
Boilers _____ @ _____	_____ MBTU/h		

Water Heater ☐ Standard or ☐ Tankless _____ MBTU/h Other gas load (specify) _____

It is the responsibility of the Applicant to notify SDG&E in writing in the event of any added or change in loading or characteristics of appliances (including panel size or hours of operation) installed upon the premises to be supplied by SDG&E.

Attachments - Submit 3 copies of the following with application

- A. Civil Plans (Full Set) including:
 - o Improvement plans showing: street improvements, municipality street light locations, existing SDG&E pole number and anchor positions, existing gas and underground electric facilities, and other existing utilities.
 - o Grading plans
- B. Architectural Plans (Full Set) including
 - o Site plan showing roads, sidewalk, driveways, location of fire hydrants and other structures, proposed future improvements, and proposed location of gas and electric meters. (Meter locations are subject to SDG&E approval).
 - o Exterior elevations
 - o Landscaping plans
- C. Electrical Plans (Full Set) including:
 - o Panel schedules with complete breakdown of equipment and single line drawing.
- D. Plumbing Plans (Full Set)
- E. Electric switchboard drawings. (Refer to SDG&E's Service Standards & Guide page 623)
- F. Assessors parcel map showing all easements, rights-of-way, property lines, etc.
- G. CD with AutoCAD .dwg file of the Civil plans and the Architectural plans

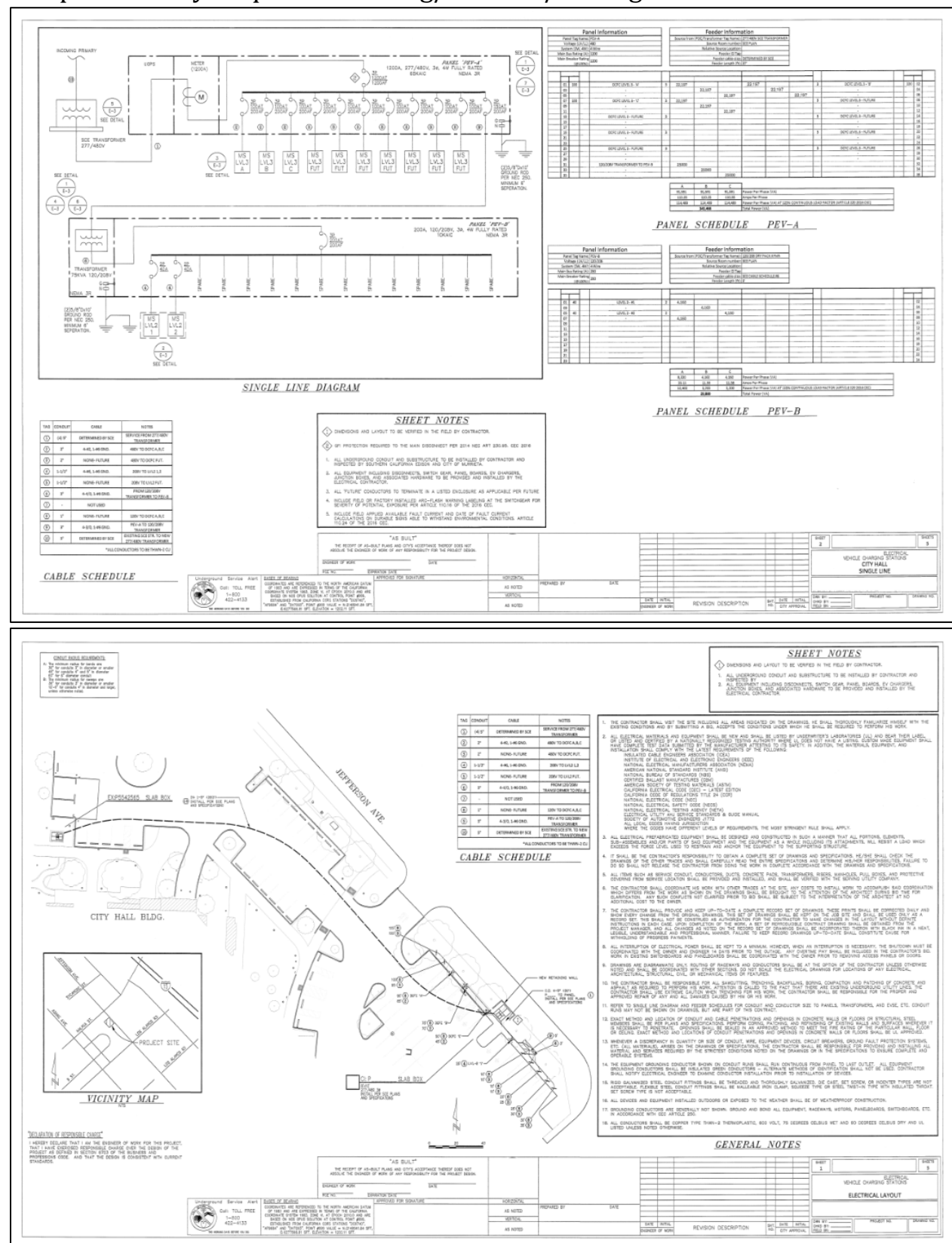
Please complete this request and submit the required attachments. An Engineering Fee may also be required to begin your project.

For Internal Use Only DPSS

Southern Region (Metro) 8315 Century Park Ct. 210 San Diego, CA 92123 858-636-6805	Northeast District 571 Enterprise Street Escondido, CA 92029-1109 760-480-7745	Orange County 662 Camino De Los Mares San Clemente, CA 92673 949-361-8066
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RFS-COMMERCIAL

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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

San Diego County Incentive Project Application Form				 BUILDING EV INFRASTRUCTURE	
If any of the information below is incorrect, please contact CALeVIP staff at sdccalevip@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.					
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 San Diego County Incentive Project Requirements.					
2. I acknowledge that I have read, understand, and agree to be bound by the San Diego County 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:	
 					
CSE-CALeVIP-Q72020					

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

BUILDING PERMIT #	City of [REDACTED]
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	[REDACTED]
APPLICANT	
OWNER	LICENSED CONTRACTORS DECLARATION
CONTRACTOR	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.
ARCHITECT OR ENGINEER	License Class _____ License Number _____
DESCRIPTION OF WORK	Contractor _____ Date _____
INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	OWNER-BUILDER DECLARATION
USE 437 Additions and Alterations - Nonresidential and non	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).)
OCCUPANCY	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.
Zoning: _____ Tract: _____ Lot #: _____	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.)
Total Valuation: _____	I am exempt Under Sec. _____, B.P.C. for this reason.
Building SF: _____	WORKERS' COMPENSATION DECLARATION
Garage SF: _____	I hereby affirm under penalty of perjury one of the following declarations:
Patio 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 this permit is issued.
DESCRIPTION OF FEES	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:
	Carrier _____
	Policy Number _____
	(This section need not be completed of the permit is for one hundred Dollars (\$100) or less)
	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.
	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 _____
	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.
Department Approval	Signature of Applicant or Agent
Date	Date

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	
Please make check payable to _____			
Contractor License #: _____		Date: _____	_____
		Invoice #: _____	_____
		Reference #: _____	_____
		For: _____	_____
		Bill to: _____	_____
Customer Name: _____			
Site Location: _____			

DESCRIPTION		AMOUNT	
Breaker Installation			
Transformer Installation			
Conduit & Wiring			
Excavation			
Concrete/ Asphalt Work/ Mounting			
Site Modifications			
EVCS bolt-down			
Comments:		SUBTOTAL	\$ _____
PAID INVOICE on 10/04/19		OTHER	-
		TOTAL	\$ _____




Sample Supporting Documents



Job Site Installation Form

A complete Job Site Installation Form includes the following:

- ✓ Only the Project Description section filled out on Page 2 if no construction has commenced.
- ✓ Signatures on both pages.
- ✓ 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

Affidavit Ensuring Adherence to Electric Vehicle Infrastructure Training Program (EVITP) Requirements		
<p>By signing this affidavit, I, _____ ("Applicant's Name/Name of Applicant's Authorized Representative"), with respect to _____ ("Application Number"), located at _____ ("Installation Address"), affirm that I am authorized to attest under penalty of perjury under the laws of the State of California, that each of the statements in the paragraphs below are complete, true, and correct. I understand and agree that applications and projects that do not meet the following requirements may not receive an incentive, and any falsification or misrepresentation of information relating to the Project could result in disqualification from the CALeVIP Project.</p>		
<p>1. If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with 24.9 kilowatts or less and no charging ports supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least one electrician on each crew at all times during work hours who holds an Electric Vehicle Infrastructure Training Program (EVITP) certification.</p>		
<p>2. If the electric vehicle charging infrastructure and equipment to be installed supports at least one charging port supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least 25 percent of the total electricians working on the crew, at all times during work hours, holding EVITP certification.</p>		
<p>3. With this form I have provided the attached "Project Description Statement" containing the following information:</p>		
<p>a. Whether construction has commenced.</p>		
<p>b. The number of Electric Vehicle Charging Stations (EVCS) installed at each site within the project and the maximum kW output for each EVCS.</p>		
<p>c. A complete and accurate statement listing the names and certification numbers of the EVITP certified electricians who were on site and working on EVCS installation.</p>		
<p>d. Verification and signature from the contractor employing the EVITP certified electricians, confirming that the identity of each electrician is accurate, that each electrician's EVITP certification is valid and current on the EVITP website, and that, at all times during work hours, the EVITP certified electricians worked at the job site.</p>		
<p>e. Signature of the contractor and their contractor's license number.</p>		
<p>f. Names of electricians must be entered as recorded by EVITP, as verified through the online certification database at www.EVITP.org.</p>		
<p>I declare under penalty of perjury, under the laws of the State of California, that all of the foregoing statements are true and correct.</p>		
Signature: _____	Printed Applicant Name/Name of Applicant's Authorized Representative: _____	
Title: _____	Company Name: _____	
Date: _____		
<div></div>		

Application Number:	Applicant Name:		
Installation Address:			
Project Description: If construction has commenced, fill in the project description below. If the Job Site Installation Form and Project Description Statement are being submitted before construction has commenced, for the purpose of receiving a milestone payment, then mark "No" below and skip to the signature portion to complete the form. This form shall be filed with all requests for payment, both the milestone payment (if applicable) and the final payment.			
Construction has commenced: Yes <input type="radio"/> No <input type="radio"/>			
Number of Electric Vehicle Charging Stations (EVCS) being installed:			
kW maximum output for each EVCS:			
Make	Model	kW Maximum Output	Quantity of Chargers in This Configuration
Name of contractor on site:		Contractor's License Number:	
Total number of state certified general electricians on site:			
Name(s) of Electric Vehicle Infrastructure Training Program (EVITP) certified electrician(s) on site with valid EVITP certifications and who worked at all times during work hours on site:			
Electrician's Name	EVITP Certification Number		
I declare under penalty of perjury, under the laws of the State of California, that all of the foregoing statements are true and correct.			
Contractor Signature: _____ Contractor's Name: _____ Title: _____ Company Name (as it appears on contractor's CSLB): _____ C-10 license if applicable: _____ Contractor's License Number: _____ Date: _____		Applicant Signature: _____ Printed Applicant Name/Name of Applicant's Authorized Representative: _____ Title: _____ Company Name: _____ Date: _____	
			

CSE-CALIEVP-082025

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														
 (hereinafter "Provider")	AND	Client Name _____												
		Client State of Incorporation _____												
		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 <u>Exhibit A</u> within the real property owned and/or leased by Client with property address(es) set forth below, and/or attached hereto:</p> <p>(all property locations collectively referred to herein as the "Property").</p> <p>Agreement Summary:</p> <p>Equipment Ownership. 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>Service & Maintenance. 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>Electricity. 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>Term. 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>Revenue Payment. 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>Site Exclusivity. 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>Additional Equipment. 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 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>Additional Equipment Revenue Payment. 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> <table><tr><td>CLIENT:</td><td>PROVIDER:</td></tr><tr><td>By: _____</td><td>By: _____</td></tr><tr><td>Name: _____</td><td>Name: _____</td></tr><tr><td>Title: _____</td><td>Title: _____</td></tr><tr><td>Date: _____</td><td>Date: _____</td></tr><tr><td>FEIN: _____</td><td></td></tr></table>			CLIENT:	PROVIDER:	By: _____	By: _____	Name: _____	Name: _____	Title: _____	Title: _____	Date: _____	Date: _____	FEIN: _____	
CLIENT:	PROVIDER:													
By: _____	By: _____													
Name: _____	Name: _____													
Title: _____	Title: _____													
Date: _____	Date: _____													
FEIN: _____														

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

 Pacific Gas and Electric Company		APPLICATION FOR SERVICE COMMERICAL / INDUSTRIAL DEVELOPMENT	
<small>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 www.pge.com/mybusiness/customerservice/otherrequests/newconstruction/ or call 1-877-PGE-SRVC. *Indicates optional fields.</small>			
Project Type			
<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			
Project Information			
<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			
Contract Information			
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			
Representative Information (Party who will relay project information and updates to the PG&E representative)			
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

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Form 62-0685
Advice 3343-G/4141-E
November 2012