

SONOMA COAST 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

Sonoma Coast Site Verification Form



Sonoma Coast 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 Sonoma Coast 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 \$7,500 per connector for Level 2 chargers are available. More information is available at: calevip.org/incentive-project/sonoma-coast

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 name):

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-04/2020

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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		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 _____		Valuation _____																																						
Contractor _____ Telephone _____ Zip _____																																								
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.		<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">F E E S</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Cultural Arts Fee, Valuation</td><td></td><td></td></tr> <tr><td>General Plan Update Fee, Valuation</td><td></td><td></td></tr> <tr><td>Plan Check Fee - Disabled Access (Commercial)</td><td>1</td><td></td></tr> <tr><td>Plan Check Fee</td><td></td><td></td></tr> <tr><td>Plan Check Fee - Energy Conservation (Commercial)</td><td>1</td><td></td></tr> <tr><td>Building Permit Document Retention Fee</td><td>1</td><td></td></tr> <tr><td>Building Technology Fee</td><td>1</td><td></td></tr> <tr><td>Plan Retention</td><td>5</td><td></td></tr> <tr><td>BSS&RF State Fee</td><td></td><td></td></tr> <tr><td>Engineering Plan Check - 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Engineering Plan Check - Tenant Improvement	1																																							
Electrical Plan Check Fee 1																																								
Power Apparatus - Over 5 but not over 75KVA/10KV/15KV/25KV/35KV/45KV/55KV/65KV/75KV/85KV/95KV/105KV/115KV/125KV/135KV/145KV/155KV/165KV/175KV/185KV/195KV/205KV/215KV/225KV/235KV/245KV/255KV/265KV/275KV/285KV/295KV/305KV/315KV/325KV/335KV/345KV/355KV/365KV/375KV/385KV/395KV/405KV/415KV/425KV/435KV/445KV/455KV/465KV/475KV/485KV/495KV/505KV/515KV/525KV/535KV/545KV/555KV/565KV/575KV/585KV/595KV/605KV/615KV/625KV/635KV/645KV/655KV/665KV/675KV/685KV/695KV/705KV/715KV/725KV/735KV/745KV/755KV/765KV/775KV/785KV/795KV/805KV/815KV/825KV/835KV/845KV/855KV/865KV/875KV/885KV/895KV/905KV/915KV/925KV/935KV/945KV/955KV/965KV/975KV/985KV/995KV/1005KV/1015KV/1025KV/1035KV/1045KV/1055KV/1065KV/1075KV/1085KV/1095KV/1105KV/1115KV/1125KV/1135KV/1145KV/1155KV/1165KV/1175KV/1185KV/1195KV/1205KV/1215KV/1225KV/1235KV/1245KV/1255KV/1265KV/1275KV/1285KV/1295KV/1305KV/1315KV/1325KV/1335KV/1345KV/1355KV/1365KV/1375KV/1385KV/1395KV/1405KV/1415KV/1425KV/1435KV/1445KV/1455KV/1465KV/1475KV/1485KV/1495KV/1505KV/1515KV/1525KV/1535KV/1545KV/1555KV/1565KV/1575KV/1585KV/1595KV/1605KV/1615KV/1625KV/1635KV/1645KV/1655KV/1665KV/1675KV/1685KV/1695KV/1705KV/1715KV/1725KV/1735KV/1745KV/1755KV/1765KV/1775KV/1785KV/1795KV/1805KV/1815KV/1825KV/1835KV/1845KV/1855KV/1865KV/1875KV/1885KV/1895KV/1905KV/1915KV/1925KV/1935KV/1945KV/1955KV/1965KV/1975KV/1985KV/1995KV/2005KV/2015KV/2025KV/2035KV/2045KV/2055KV/2065KV/2075KV/2085KV/2095KV/2105KV/2115KV/2125KV/2135KV/2145KV/2155KV/2165KV/2175KV/2185KV/2195KV/2205KV/2215KV/2225KV/2235KV/2245KV/2255KV/2265KV/2275KV/2285KV/2295KV/2305KV/2315KV/2325KV/2335KV/2345KV/2355KV/2365KV/2375KV/2385KV/2395KV/2405KV/2415KV/2425KV/2435KV/2445KV/2455KV/2465KV/2475KV/2485KV/2495KV/2505KV/2515KV/2525KV/2535KV/2545KV/2555KV/2565KV/2575KV/2585KV/2595KV/2605KV/2615KV/2625KV/2635KV/2645KV/2655KV/2665KV/2675KV/2685KV/2695KV/2705KV/2715KV/2725KV/2735KV/2745KV/2755KV/2765KV/2775KV/2785KV/2795KV/2805KV/2815KV/2825KV/2835KV/2845KV/2855KV/2865KV/2875KV/2885KV/2895KV/2905KV/2915KV/2925KV/2935KV/2945KV/2955KV/2965KV/2975KV/2985KV/2995KV/3005KV/3015KV/3025KV/3035KV/3045KV/3055KV/3065KV/3075KV/3085KV/3095KV/3105KV/3115KV/3125KV/3135KV/3145KV/3155KV/3165KV/3175KV/3185KV/3195KV/3205KV/3215KV/3225KV/3235KV/3245KV/3255KV/3265KV/3275KV/3285KV/3295KV/3305KV/3315KV/3325KV/3335KV/3345KV/3355KV/3365KV/3375KV/3385KV/3395KV/3405KV/3415KV/3425KV/3435KV/3445KV/3455KV/3465KV/3475KV/3485KV/3495KV/3505KV/3515KV/3525KV/3535KV/3545KV/3555KV/3565KV/3575KV/3585KV/3595KV/3605KV/3615KV/3625KV/3635KV/3645KV/3655KV/3665KV/3675KV/3685KV/3695KV/3705KV/3715KV/3725KV/3735KV/3745KV/3755KV/3765KV/3775KV/3785KV/3795KV/3805KV/3815KV/3825KV/3835KV/3845KV/3855KV/3865KV/3875KV/3885KV/3895KV/3905KV/3915KV/3925KV/3935KV/3945KV/3955KV/3965KV/3975KV/3985KV/3995KV/4005KV/4015KV/4025KV/4035KV/4045KV/4055KV/4065KV/4075KV/4085KV/4095KV/4105KV/4115KV/4125KV/4135KV/4145KV/4155KV/4165KV/4175KV/4185KV/4195KV/4205KV/4215KV/4225KV/4235KV/4245KV/4255KV/4265KV/4275KV/4285KV/4295KV/4305KV/4315KV/4325KV/4335KV/4345KV/4355KV/4365KV/4375KV/4385KV/4395KV/4405KV/4415KV/4425KV/4435KV/4445KV/4455KV/4465KV/4475KV/4485KV/4495KV/4505KV/4515KV/4525KV/4535KV/4545KV/4555KV/4565KV/4575KV/4585KV/4595KV/4605KV/4615KV/4625KV/4635KV/4645KV/4655KV/4665KV/4675KV/4685KV/4695KV/4705KV/4715KV/4725KV/4735KV/4745KV/4755KV/4765KV/4775KV/4785KV/4795KV/4805KV/4815KV/4825KV/4835KV/4845KV/4855KV/4865KV/4875KV/4885KV/4895KV/4905KV/4915KV/4925KV/4935KV/4945KV/4955KV/4965KV/4975KV/4985KV/4995KV/5005KV/5015KV/5025KV/5035KV/5045KV/5055KV/5065KV/5075KV/5085KV/5095KV/5105KV/5115KV/5125KV/5135KV/51																																								



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

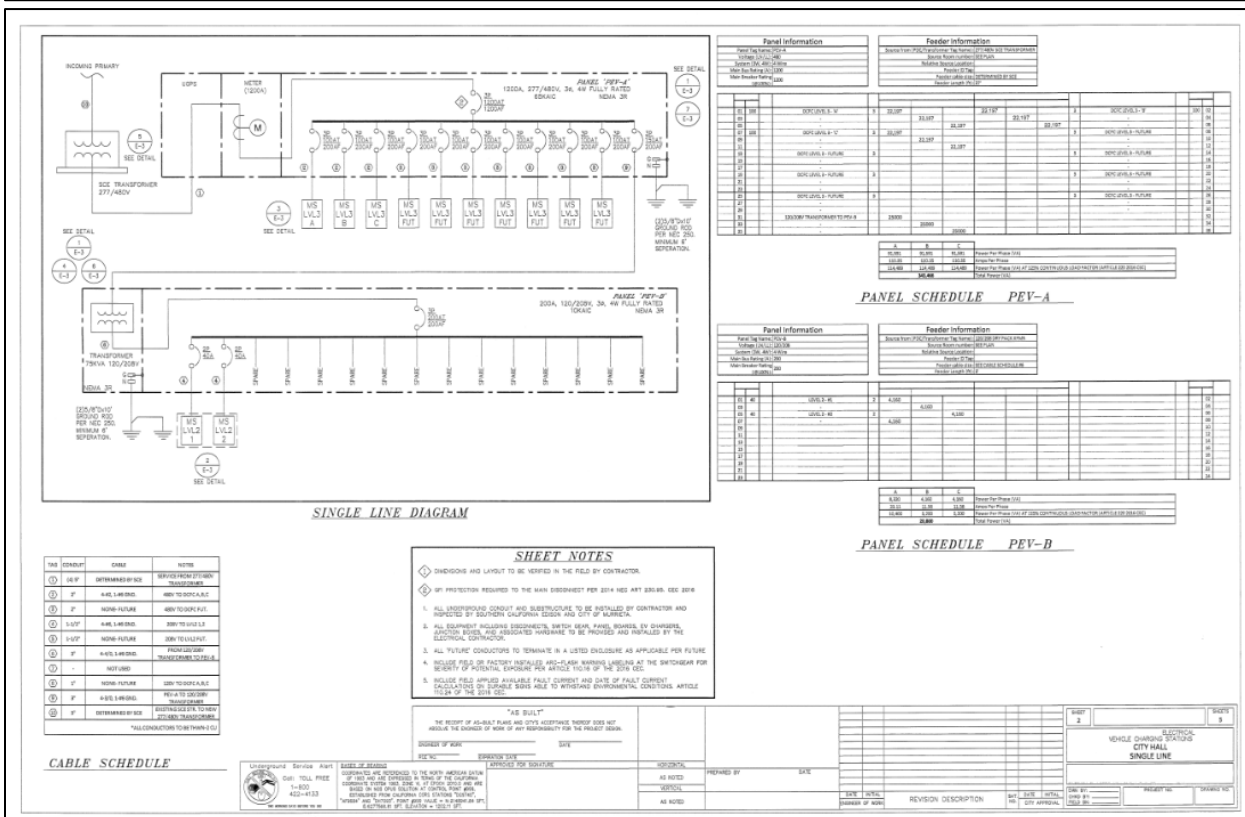
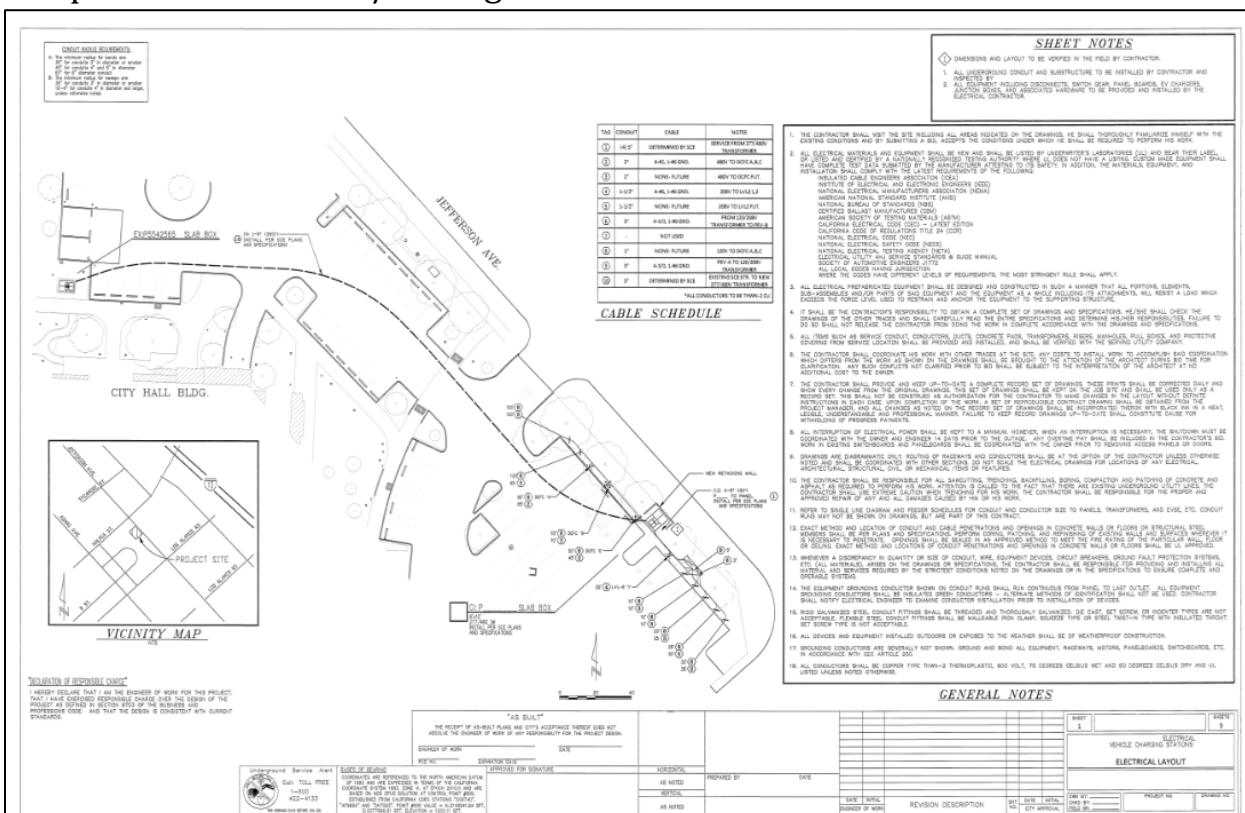
Permit Filing

PM Surcharge - Technology

Plan Retention

Total Paid:

Sample Permit Plan Set/Package




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 Healdsburg Electric Service & Project Application](#) (pages 11 and 12)

 Pacific Gas and Electric Company		APPLICATION FOR SERVICE COMMERCIAL / 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

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 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.

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

ELECTRIC SERVICE & PROJECT APPLICATION
City of Healdsburg Electric Department

Page 1/2

Contact Info

Site Address _____ Project Name _____
Project Contact's Name _____
Contact's Address (if different) _____
Title _____ Tel. _____
Email _____

Project Info

New construction ☐ Yes ☐ No
Adding load to existing building ☐ Yes ☐ No

Total square footage of all structures upon completion _____ S.F.

Site use upon completion (residence, restaurant, etc.) _____

Desired date of service _____

Please describe your project and what you're requesting from the utility; also note if and how your load will change (i.e., "underground conversion, no new load" or, "adding 5-ton HVAC & need to upgrade service from 50A" or, "expanding house and need to relocate existing electric-trench"):

Service Requested

Qty. of EXISTING meters: _____ ADDITIONAL meters requested: _____

Main panel: _____ Amps

Service voltage (choose one): ☐ 120/240V (3-wire, 1-phase)
Note: Not all voltages and ☐ 120/208V (4-wire, 3-phase)
service sizes are available in all ☐ 277/480V (4 wire, 3-phase)
areas ☐ Primary-voltage service

CONTINUE TO NEXT PAGE.

ELECTRIC SERVICE & PROJECT APPLICATION
City of Healdsburg Electric Department

Page 2/2

Load

Will your load be increasing from what it is now? ☐ Yes ☐ No
If not, please skip to the next section

Total connected load (upon completion of project)	1-ph (kVA)	3-ph (kVA)
Lighting		
Appliances		
Receptacles (not including appliances)		
HVAC, max of heat or AC (1 Ton = 1.52 kVA)		
Motors incl. elevators (1 HP ~ 1 kVA)		
Welders		
Other (please explain)		
Other (please explain)		
Other (please explain)		
Total	kVA	kVA

If commercial, hours per day of operation _____ hours
Average expected current-draw during operating hours _____ Amps per phase

Miscellaneous

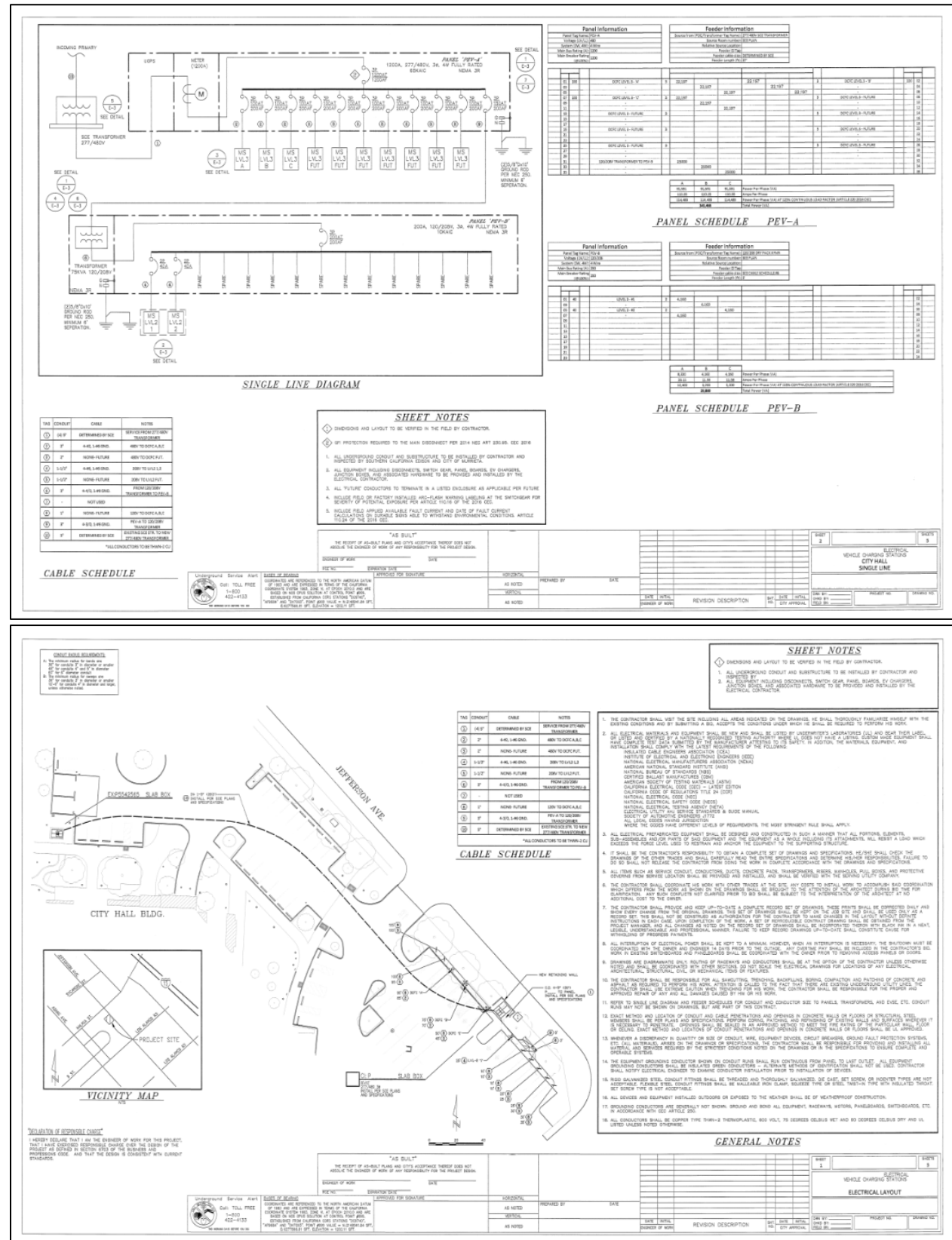
Please list any other information which will help us correctly size our infrastructure (improperly sized infrastructure will lead to higher-rates and voltage-quality problems)

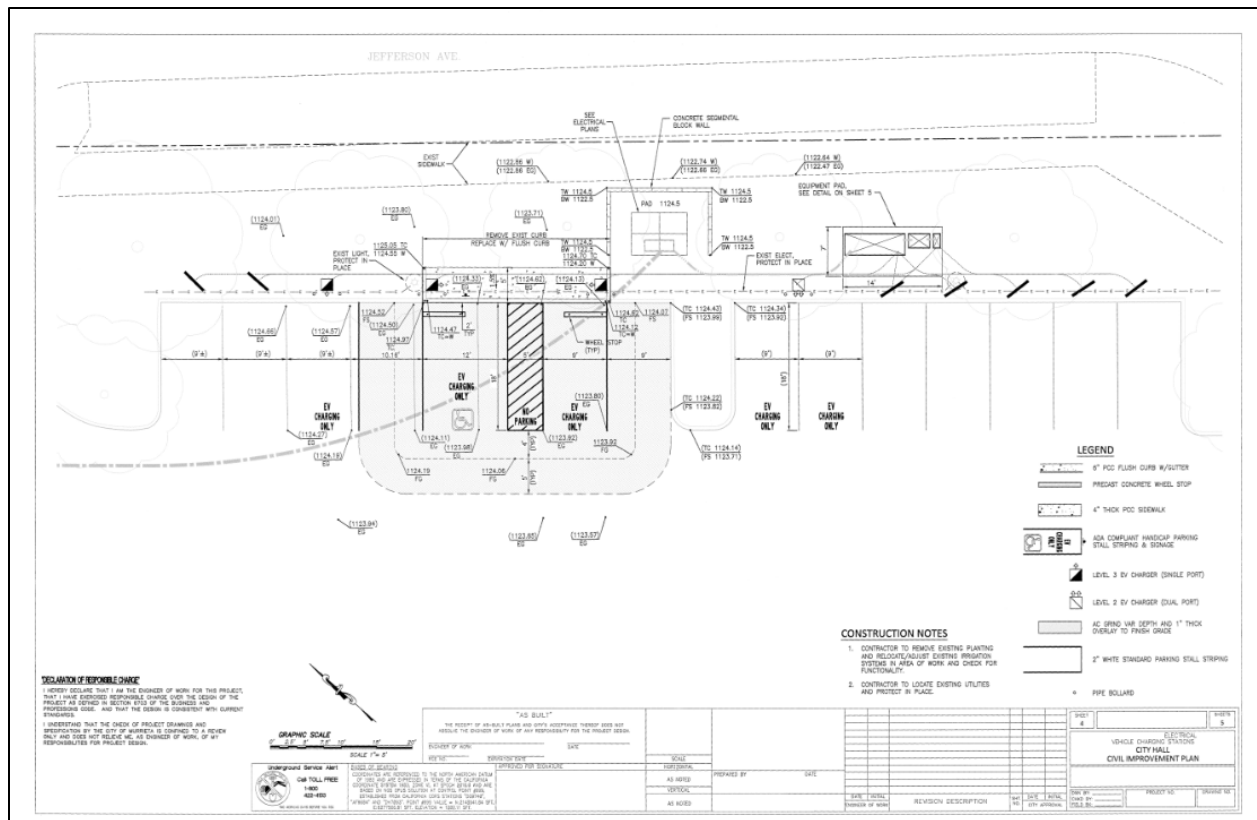
To complete this application, please attach a site-plan showing the intended work. Include the desired (and/or existing) meter location, the desired (and/or existing) electric service route, other utilities, structures, landscaping and any other pertinent features.

This Application is accurate and complete to the best of my knowledge:

Print Name _____ Signed _____ Date _____

Please return the completed package to Healdsburg Electric Department, 401 Grove St. Healdsburg CA. 95448.








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

Sonoma Coast Incentive Project Application Form				 BUILDING EV INFRASTRUCTURE	
If any of the information below is incorrect, please contact CALeVIP staff at sonoma-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.					
By signing this form, the applicant agrees to the following: <ol style="list-style-type: none">1. I understand that the Energy Commission reserves all rights and remedies available under the law to enforce the Sonoma Coast Incentive Project Requirements.2. I acknowledge that I have read, understand, and agree to be bound by the Sonoma Coast 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-032020					

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

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

PAID INVOICE

Please make check payable to [REDACTED]

Payment Terms [REDACTED]

Customer Name: [REDACTED]
Site Location: [REDACTED]

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

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

PAID INVOICE

Please make check payable to [REDACTED]

Contractor License #: [REDACTED]

Customer Name: [REDACTED]
Site Location: [REDACTED]

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

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

DESCRIPTION	AMOUNT									
Breaker Installation										
Transformer Installation										
Conduit & Wiring										
Excavation										
Concrete/ Asphalt Work/ Mounting										
Site Modifications										
EVCS bolt-down										
Comments: <div style="color: red; font-weight: bold; font-size: 1.2em; margin-top: 10px;">PAID INVOICE on 10/04/19</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">SUBTOTAL</td> <td style="width: 10%;">\$</td> <td style="width: 50%; background-color: #f2f2f2;">[REDACTED]</td> </tr> <tr> <td>OTHER</td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>TOTAL</td> <td>\$</td> <td style="background-color: #f2f2f2;">[REDACTED]</td> </tr> </table>	SUBTOTAL	\$	[REDACTED]	OTHER		-	TOTAL	\$	[REDACTED]
SUBTOTAL	\$	[REDACTED]								
OTHER		-								
TOTAL	\$	[REDACTED]								

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





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.



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.
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.
3. With this form I have provided the attached "Project Description Statement" containing the following information:
 - a. Whether construction has commenced.
 - b. The number of Electric Vehicle Charging Stations (EVCS) installed at each site within the project and the maximum kW output for each EVCS.
 - 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.
 - 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.
 - e. Signature of the contractor and their contractor's license number.
 - f. Names of electricians must be entered as recorded by EVITP, as verified through the online certification database at www.EVITP.org.

I declare under penalty of perjury, under the laws of the State of California, that all of the foregoing statements are true and correct.

Signature: _____
Title: _____
Date: _____

Printed Applicant Name/Name of Applicant's
Authorized Representative: _____
Company Name: _____



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: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th style="width: 25%;">Make</th> <th style="width: 25%;">Model</th> <th style="width: 25%;">kW Maximum Output</th> <th style="width: 25%;">Quantity of Chargers in This Configuration</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Make	Model	kW Maximum Output	Quantity of Chargers in This Configuration																
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: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th style="width: 50%;">Electrician's Name</th> <th style="width: 50%;">EVITP Certification Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Electrician's Name	EVITP Certification Number																		
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-CALeVSP-082021																					

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	<div>Client Name</div> <div>Client State of Incorporation</div> <div>Client Address (hereinafter "Client")</div>												
<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 COMMERCIAL / 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

Page 1 of 6
Form 62-0685
Advice 3343-G/4141-E
November 2012