

Permit Application/Utility Service Design Package Resource Guide

CALeVIP 2.0 – Golden State Priority Project (GSPP)



At the time of application submission, applicants are required to include a Permit Application Package OR a Utility Service Design Package. This differs from previous CALeVIP 1.0 projects for which submission packages were due 60 days after funds were reserved for each application. Permit Application/Utility Service Design Packages confirm that applicants are moving forward with the permitting and/or utility service design required for the proposed EV charging installation projects.

In the following table, you can review the items required for a Permit Application/Utility Service Design Package to be regarded as complete and considered for reservation of rebate funds. In the “Sample Supporting Documents” section of this resource guide, you can find further explanation about each of these documents.

PERMIT APPLICATION PACKAGE	UTILITY SERVICE DESIGN PACKAGE
Copy of the permit application OR issued permit	Copy of new or upgraded service application OR copy of the final service design OR official letter stating no new or upgrade service is required for the installation
Copy of the plan set submitted with the application	Copy of the plan set or electrical calculations submitted with the application
Receipt showing paid plan check fees OR communication from permitting agency showing no fees due for the permit application <i>Issued permits do not require this item</i>	Receipt showing paid engineering advance OR communication from utility showing no fees due for the new/upgraded service application <i>No service changes do not require this item</i>

After submission, applications will be assigned a tier based on the documents submitted for the Permit Application/Utility Service Design Package. Once assigned to a tier, applications will be randomly assigned a place in the queue within that tier. The queue of reserved rebate funding will progress through tier 1, 2 and 3.

TIER 1 – “READY TO BUILD”	TIER 2 – “DESIGN APPROVED”	TIER 3 – “DESIGN IN PROGRESS”
Issued permit AND final utility service design OR official letter stating no new or upgrade service is required for the installation	Issued permit OR final utility service design OR official letter stating no new or upgrade service is required for the installation	Completed application requirements but do not meet tier 1 or 2

Sample Supporting Documents

Best Practices

All documents submitted to CALeVIP 2.0 should be of good quality. The Quality Submittal Standards are as follows:

1. Complete with date and signature
2. Completion of all relevant text and fields on documentation
3. Copy free of handwritten changes

4. Contains the relevant CALeVIP/permit/utility application number
5. Installation address, organization name and/or property owner name matches that of the address organization/owner verified on the application
6. Submittal of correct and fully complete referenced documents
7. All information included must be verifiable
8. Clear, legible scans/photos of submitted documents
9. Complete pages of document copies, free of cut-offs

Application Package Checklist

Select either *Permit Application Package* or *Utility Service Design Package*

Permit Application Package (Select one item from each box below)

Permit Application

- A copy of permit application must include seal, logo or branding of the permitting authority; address of proposed installation site; all required fields completed; and a signature.
- Additionally, the identified scope of work should include the installation of DC fast chargers.

OR

Issued Permit

- An issued permit must include seal, logo or branding of the permitting authority; address of proposed installation site; an issued date; and a permit number.
- Additionally, the approved scope of work should include the installation of DC fast chargers.

Plan Set

- A plan set must include address of proposed installation site and number and location of DCFC.

This item is not required if an issued permit is provided in item 1.

Receipt showing paid plan check fees

- Plan check fee receipt must include scope of work (EV installation) and the site installation address or the identifying record number associating permit application with submission, as well as the fee amount and verification of payment

OR

Verification that no fees are due for the permit application

- If no plan check fees are due by the permitting agency, alternative documentation must be provided proving that application has been submitted and that nothing further is required from the applicant for the AHJ to review the permit application and plan set. Examples of this include an email confirmation from the AHJ or a screenshot from the AHJ submission portal. This verification must include the site installation address or the identifying record number associating permit application with submission.

Utility Service Design Package *(Select one item from each box below)*

New or upgraded service application

- A utility service application must include seal, logo or branding of the utility provider; address of proposed installation site; all required fields completed; and all required signatures.

OR

Final utility service design

- Final service design must include seal, logo or branding of the utility provider; address of proposed installation site; a finalized agreement; and all required signatures.

OR

Official letter stating no new or upgrade service is required for the installation

- If no changes to utility service are required for the EV installation, a letter from the utility provider with seal, logo or branding of the utility provider stating the utility service change exemption should be submitted in lieu of either of the two documents above.

This item is not required if a letter stating no new or upgraded service is provided in item 1.

Plan Set

- A plan set must include address of proposed installation site and number and location of EVCS.

This item is not required if a letter stating no new or upgraded service is provided in item 1.

Receipt showing paid engineering advance

- Engineering advance receipt must include scope of work (EV installation) with fee amount and verification of payment.

OR

Communication from utility showing no fees due for the new/upgraded service application

- If no fees are due by the permitting agency, alternative documentation must be provided proving that the utility application has been submitted and that nothing further is required from the applicant for the utility provider to review the service application and plan set. Examples of this include an email confirmation from the utility service provider or a screenshot from the submission portal. This verification must include the site installation address or identifying number associating utility application with submission.

Application Package Checklist

Public agencies required to conduct request for proposal (RFP) processes or other bidding processes

For jurisdictions using a request for proposal process, in lieu of above permitting documentation, applications should submit a copy of the executed agreement with the winning bidder, a copy of the jurisdiction's RFP requirement policy, a preliminary plan set and an updated project timeline showing the project end date can still be met. These documents would be considered as equivalent to a permit application.

Self-permitting jurisdictions

For tribal entities, universities with their own permitting oversight or other self-permitting entities, in lieu of above permitting documentation, if all regulations are met, applicants should submit a signed cover letter from a jurisdiction representative stating the type and number of DCFC that have been approved to be installed on the site listed in the GSPP application and a copy of the plan set. These documents would be considered as equivalent to an issued permit.

Frequently Asked Questions (FAQs)

Do I need to submit both a Permit Application Package and a Utility Service Design Package to apply?

No, you only need to submit one package type with your application.

Can I ask CSE to review my Permit Application or Utility Service Design Package before the due date?

Yes, before submitting your application, you can have your application, including the Permit Application or Utility Service Design Package, reviewed by CALeVIP's technical assistance team. For specific questions about your application, please contact EVExpert@energycenter.org.

When is my Permit Application/Utility Service Design Package due?

All applications must include this package at the time of submission. Documents cannot be attached to an application after it has been uploaded or after the application window has closed.

What if I am not ready to submit a permit or a utility service design at the time of GSPP application window?

CALeVIP 2.0 projects differ from the past CALeVIP 1.0 projects in that EV projects are required to be ready for permitting or utility service design at the time of application, as opposed to after funds have been reserved. If your electric vehicle infrastructure project is not ready for either a permit application or utility service design (or finalized permit or utility design), you are not eligible for CALeVIP 2.0 funding.

Can I submit this package after the application window closes?

No, this package must be included with your application to be considered for funding.

Can I edit my package after I have uploaded it?

No, changes cannot be made to your application package once it has been uploaded. Please ensure all documents are accurate and included before submitting. Prior to the application window closing, you can request assistance with this package from one of the CALeVIP technical assistance team members.

Who can I contact for assistance?

For assistance, please email EVExpert@energycenter.org.

What is a complete Permit Application Package?

A complete Permit Application Package includes:

1. A copy of the permit application or issued permit for the proposed installation site.
2. A copy of the plan set.
3. A receipt showing paid plan check fees or communication from the permitting agency showing no fees were due for the permit application.

What is a complete Utility Service Design Package?

A complete Utility Service Design Package includes:

1. A copy of the new or upgraded service application, a copy of the final design or an official letter stating that no new or upgraded service is necessary.
2. A copy of the plan set or electrical calculations.
3. A receipt showing paid engineering advance or communication from the utility showing no fees due for the new/upgraded service application.

What if I cannot gather these documents before the application deadline?

If you do not include either a complete Permit Application Package or a complete Utility Service Design Package with your application, you will not be eligible for CALeVIP 2.0 funding.

How do I ensure I am a Tier 1 application?

To be a Tier 1 application, you must submit both of the following with your application:

1. An issued permit.

AND

2. A final utility service design or an official letter stating no new or upgrade service is required for the installation at the time of application.

How do I bump my application up to Tier 2?

To be a Tier 2 application, you must submit one of the following with your application:

1. An issued permit.

OR

2. A final utility service design or an official letter stating no new or upgrade service is required for the installation at the time of application.