

# SOUTHERN CALIFORNIA LEVEL 2 INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

FEBRUARY 7, 2022



# 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

### Southern California Level 2 Site Verification Form



Southern California Level 2 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 Southern California Level 2 Incentive Project promotes easy access to zero-emission vehicle Infrastructure by offering rebates for the purchase and installation of eligible Level 2 chargers. Rebates of up to \$6,000 per connector for Level 2 chargers are available. More information is available at: [calevip.org/incentive-project/southern-california-level-2](http://calevip.org/incentive-project/southern-california-level-2).

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-012022 1

**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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ ("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/Low-Carbon-Fuel-Standard-Overview.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

<b>E</b>	 <p><b>APPLICATION FOR ELECTRICAL PERMIT</b> (Use Elec Application for Electrical Plan Check)</p>	<p style="text-align: right; margin: 0;"><b>FOR OFFICE USE ONLY</b></p> <p style="text-align: right; margin: 0;">Q-Matic #: _____</p> <p style="margin: 0;"><b>PCIS #:</b> _____</p> <p style="text-align: center; margin: 0;"><b>LADBS Express Permit may be obtained online at LADBS.ORG</b></p>														
<b>PROJECT ADDRESS</b>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Number &amp; Street Name</td> <td style="width: 15%; border-bottom: 1px solid black;">City</td> <td style="width: 15%; border-bottom: 1px solid black;">Zip Code</td> <td style="width: 10%; border-bottom: 1px solid black;">Unit No.</td> </tr> </table>			Number & Street Name	City	Zip Code	Unit No.										
Number & Street Name	City	Zip Code	Unit No.													
<b>WORK DESCRIPTION</b> Briefly describe the scope of work:																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;">           Check one:  <input type="checkbox"/> Single Family Dwelling (S.F.D.)/Duplex    <input type="checkbox"/> Electric Vehicle  <input type="checkbox"/> Apartment/Condo    <input type="checkbox"/> Public Right of Way  <input type="checkbox"/> Retail, Office, Warehouse    <input type="checkbox"/> Equipment    <input type="checkbox"/> Other         </td> </tr> </table>				Check one: <input type="checkbox"/> Single Family Dwelling (S.F.D.)/Duplex <input type="checkbox"/> Electric Vehicle <input type="checkbox"/> Apartment/Condo <input type="checkbox"/> Public Right of Way <input type="checkbox"/> Retail, Office, Warehouse <input type="checkbox"/> Equipment <input type="checkbox"/> Other												
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Name	* Number & Street Name	* City & Zip Code	Phone Number													
<b>CONTRACTOR</b>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Name</td> <td style="width: 30%; border-bottom: 1px solid black;">Number &amp; Street Name</td> <td style="width: 15%; border-bottom: 1px solid black;">City &amp; Zip Code</td> <td style="width: 30%; border-bottom: 1px solid black;">Phone Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City of L.A. Business Tax Number</td> <td style="border-bottom: 1px solid black;">State License Number</td> <td style="border-bottom: 1px solid black;">** Class</td> <td style="border-bottom: 1px solid black;">Email</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Worker's Compensation Carrier</td> <td style="border-bottom: 1px solid black;">Policy Number</td> <td colspan="2" style="border-bottom: 1px solid black;">Expiration Date</td> </tr> </table> <p>** <b>General Contractor</b> must obtain a permit for at least two trades (E, H, P, roofing, etc.) other than framing/carpentry for the same project address.</p>			Name	Number & Street Name	City & Zip Code	Phone Number	City of L.A. Business Tax Number	State License Number	** Class	Email	Worker's Compensation Carrier	Policy Number	Expiration Date			
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<b>APPLICATION PROCESSING INFORMATION</b>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">OK for Cashier: _____</td> <td style="width: 40%;">Date: _____</td> </tr> </table>			OK for Cashier: _____	Date: _____												
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Permit Fee – Subtotal</td><td style="width: 20%;"></td></tr> <tr><td>Permit Issuing Fee</td><td></td></tr> <tr><td>Permit Supplemental Issuing Fee</td><td></td></tr> <tr><td>Permit Investigation Fee</td><td></td></tr> <tr><td>Plan Check Fee – Subtotal</td><td></td></tr> <tr><td>Additional Plan Check Hours</td><td></td></tr> <tr><td>Off-Hour Plan Check</td><td></td></tr> </table>			Permit Fee – Subtotal		Permit Issuing Fee		Permit Supplemental Issuing Fee		Permit Investigation Fee		Plan Check Fee – Subtotal		Additional Plan Check Hours		Off-Hour Plan Check	
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<p style="font-size: small;">As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.</p>		<p style="font-size: small; margin: 0;"><b>For Cashier's Use Only</b></p>														
<p style="font-size: x-small; margin: 0;">PC/ELEC/e-permit R10 (Rev. 3/1/2019)</p>		<p style="font-size: x-small; margin: 0;">Page 1 of 2</p> <p style="text-align: right; font-size: x-small; margin: 0;"><a href="http://www.ladbs.org">www.ladbs.org</a></p>														



**CITY OF GARDEN GROVE  
BUILDING SERVICES**

**PERMIT#:  
ISSUED**

General Info : 714-741-5307  
Inspection Requests : 855-380-8758

<b>Owner</b> _____ Telephone _____ Zip _____ Address _____ City _____ State _____		<b>Building Address</b> <b>Suite/Unit/Building</b> TYPE _____ ISSUED BY _____																																																																
<b>Applicant</b> _____ Telephone _____ Zip _____ Address _____ City _____ State _____		Inspector Dist. _____ Parcel Number _____ LOT _____ TRACT _____																																																																
<b>Contractor</b> _____ Telephone _____ Zip _____ Address _____ City _____ State _____ State Licence Expires _____ City Licence Expires _____		<b>Valuation</b>																																																																
Floor Area(sq. ft.) _____ Residential/Commercial _____ Commercial _____		<table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>F</b> Cultural Arts Fee, Valuation</td> <td></td> <td></td> </tr> <tr> <td><b>E</b> General Plan Update Fee, Valuation</td> <td></td> <td></td> </tr> <tr> <td><b>E</b> Plan Check Fee - Disabled Access (Commercial)</td> <td>1</td> <td></td> </tr> <tr> <td><b>S</b> 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>BSASRF State Fee</td> <td></td> <td></td> </tr> <tr> <td>Engineering Plan Check - Tenant Improvement</td> <td>1</td> <td></td> </tr> <tr> <td>Electrical Plan Check Fee</td> <td>1</td> <td></td> </tr> <tr> <td>Power Apparatus - Over 5 but not over HP/kW/kVA/kVAR</td> <td>2</td> <td></td> </tr> <tr> <td>Receptical, switch, outlet, and fixture</td> <td>1</td> <td></td> </tr> <tr> <td>Planning Plan Check Fee - Tenant Improvement</td> <td>1</td> <td></td> </tr> <tr> <td>SMI (Commercial)</td> <td>1</td> <td></td> </tr> <tr> <td>Inspection</td> <td></td> <td></td> </tr> <tr> <td>Issuance Fee</td> <td>1</td> <td></td> </tr> <tr> <td>Building Permit Fee</td> <td></td> <td></td> </tr> <tr> <td>One-Stop Permit Center Surcharge</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Quantity	Amount	<b>F</b> Cultural Arts Fee, Valuation			<b>E</b> General Plan Update Fee, Valuation			<b>E</b> Plan Check Fee - Disabled Access (Commercial)	1		<b>S</b> 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			<b>TOTAL</b>		
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Job Description <b>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.</b>																																																																		
<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>																																																																		
<b>X</b> Applicant's Signature _____ Print Name _____																																																																		

*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



**APPLICATION FOR**  
**MECHANICAL/ELECTRICAL/PLUMBING:**       PLAN CHECK     PERMIT

<i>(Check Applicable Box)</i>	
<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Alteration / T.I.	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
<input type="checkbox"/> Sign	<input type="checkbox"/> Photovoltaic
<input type="checkbox"/> *Demo	
JOB ADDRESS: _____ APN: _____	
Property Owner's Name: _____ Phone: _____	
ARCH/ENG/DESIGNER IN CHARGE: _____	
Address: _____	
Professional License No.: _____ Phone: _____	
CONTRACTOR/APPLICANT: _____	
Address: _____	
License No.: _____ City Business License No.: _____	
Phone: _____ Email: _____	
JOB DESCRIPTION: _____	
_____	
_____	
_____	
_____	
_____	
*Demolition permit requires proof of SCAQMD notification.	
- Continue onto sheet 2 and complete worksheet.	

**Declaration:** I certify that the information provided in the application is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_








A complete copy of Evidence of Utility Service Design submittal includes the following:

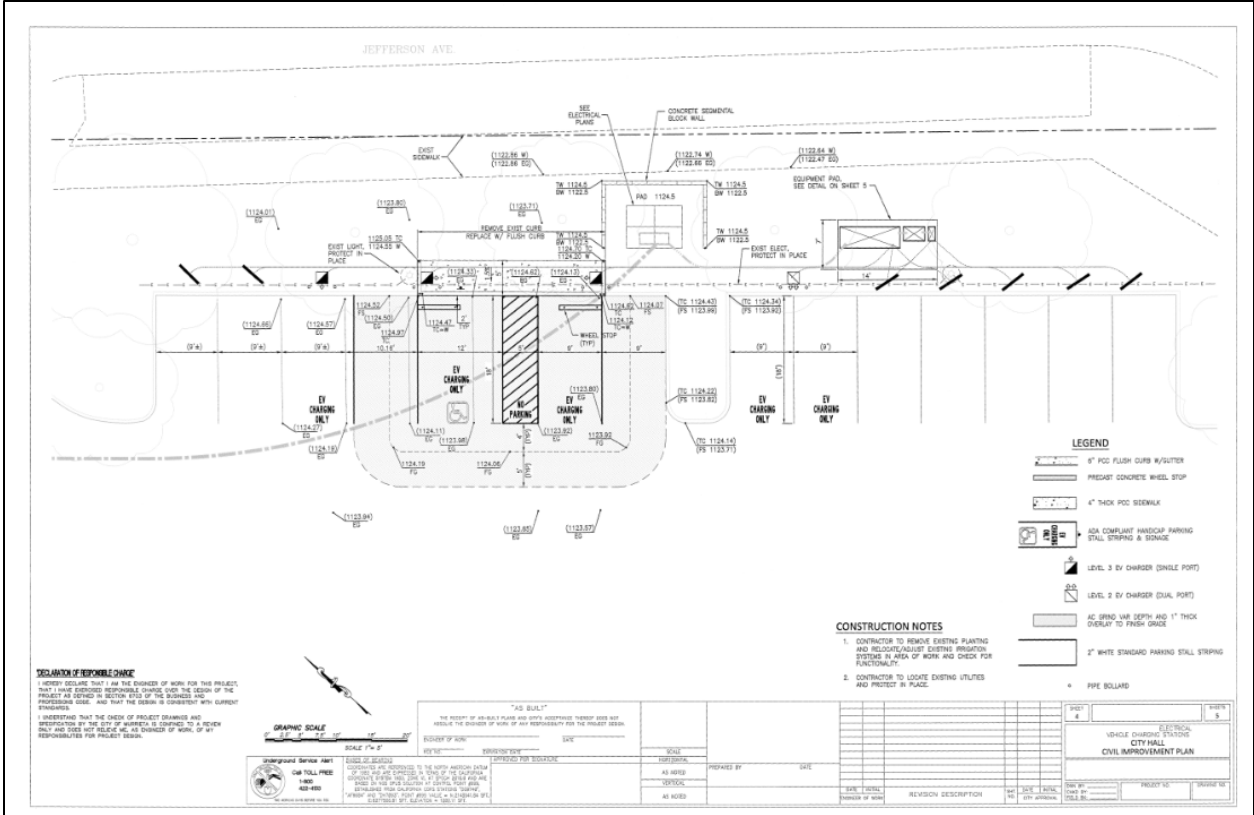
- ✓ Copy of electric utility service/project application
- ✓ Copy of drawing/plan set/package required by the electric utility to be submitted with the utility service/project application
- ✓ Copy of payment receipt for submittal of utility application for service

## Sample Electric Utility Service/Project Application

- ✓ [SCE Local Planning](#) (for Customer/Project Information sheet)
- ✓ [Los Angeles Department of Water and Power](#)

 <b>SOUTHERN CALIFORNIA EDISON</b> An EDISON INTERNATIONAL® Company		<b>Customer/Project Information Sheet</b>	
		Date Received by SCE: _____	
<b>Individual or Business Name:</b> <small>(Customer / Developer – Tract DBA or LLC)</small>			
Address:		Email Address:	
City:	State:	Zip Code:	
Attn:		Phone No:	
<b>Legal Contact:</b> <small>(Individual responsible for signing contract, paying fees and receiving potential refunds)</small>		Phone No:	
Address:		Email Address:	
City:	State:	Zip Code:	
<b>Primary Field / Site Superintendent / Job Contact:</b>			
Relationship to Project:		Phone No:	
E-mail Address:		FAX No:	
<b>Project Address:</b>			
City:		State:	Zip Code:
TG Map # or GPS		Major Cross Street:	
<b>Detailed Project Information</b>			
<b>Residential:</b> <input type="checkbox"/>	<b>Commercial:</b> <input type="checkbox"/>	<b>Industrial:</b> <input type="checkbox"/>	<b>Agricultural:</b> <input type="checkbox"/>
<b>Service Requested:</b> Overhead: <input type="checkbox"/> Underground: <input type="checkbox"/>		Indoor Cultivation <input type="checkbox"/>	
Tract:	Lot(s)	Mixed-Light Cultivation <input type="checkbox"/>	
<b>Is this project subject to Buy America Compliance?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Temporary Service Required: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Approximate start work date for SCE crews:		Your Construction Start Date:	
Approximate date you would like the job completed and energized:			
Scope of Project:			
Panel Size (amps):		Service Voltage/Phase:	
Total Tons of A/C:	Total # of A/C Units:	Largest A/C Unit (tons):	
Total HP of Pumps:	Total # of Pump Units:	Largest Pump (HP):	
Installing Gas or Electric	Heater	Water Heater	Stove
Clothes Dryer:	Gas Meter to be Installed at Property:		Oven:
Square Footage of Buildings (if multiple buildings give all footages): <small>Homes over 5000 sq. ft. larger lots require a Load Schedule. Please contact your electrician for assistance.</small>			
Solar or Generation Equipment to be installed (If yes, please attach additional descriptions/specifications): Yes <input type="checkbox"/> No <input type="checkbox"/>			
Electric Vehicle:	<input type="checkbox"/> Charge Station	<input type="checkbox"/> Plug-In Electric Vehicle (PEV)	EV Panel Size & Voltage:
EV Main breaker rating:	Will the new panel serve any load other than the EV load?		Number of Ports:
kW of each Port:	Will there be load-side management?		Future EV expansion or growth at the site?








# Sample Supporting Documents

## Signed Application Form

- ✓ A completed Application 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.

## Sample

Southern California Level 2 Incentive Project Application Form		 BUILDING EV INFRASTRUCTURE	
If any of the information below is incorrect, please contact CALeVIP staff at <a href="mailto:southern-california-level-2-calvip@energycenter.org">southern-california-level-2-calvip@energycenter.org</a> .			
Project application number:			
Applicant name:			
Applicant email:			
Organization name:			
Applicant type:			
Installation street address:			
City:	State:	ZIP:	County:
Mailing address:			
Site use:			
<i>Please review all charger equipment on the following page.</i>			
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 Southern California Level 2 Incentive Project Requirements.			
2. I acknowledge that I have read, understand, and agree to be bound by the Southern California Level 2 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-012022			

# Southern California Level 2 Incentive Project Application Form



Charger/installation type	Charger make/model and number of connectors	Total rebate-eligible connectors



CSE-CALeVIP-012022

# 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](#))
- ✓ Applicants are encouraged to use the CALeVIP Voluntary Invoice Template

## Sample

<b>INVOICE</b>		
[Redacted]		
CA License # [Redacted]		
[Redacted]		
[Redacted]		Invoice Number: [Redacted]
[Redacted]		Date: [Redacted]
<b>Bill To Address</b>		<b>Site Address</b>
[Redacted]		[Redacted]
[Redacted]		[Redacted]
[Redacted]		[Redacted]
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.	\$ [Redacted]
Total		\$ [Redacted]
		<b>PAID</b>
		5/8/19
Thank you for your Business!!		



# Invoice



Your Company Name  
 Your Street Address  
 Your Street Address 2  
 Your City, State, ZIP Code  
 Your Phone  
 Your Fax  
 Your Email

Date: \_\_\_\_\_  
 Invoice Number: \_\_\_\_\_  
 CSLB Number: \_\_\_\_\_

**INVOICE TO**

**Customer Company Name**  
 Customer Street Address  
 Customer Street Address 2  
 Customer City, State, ZIP Code  
 Customer Phone  
 Customer Fax  
 Customer Email

**INSTALLATION SITE**

**Rebate Recipient Organization**  
 Installation Street Address  
 Installation Street Address 2  
 Installation City, State, ZIP Code

Payment Terms: \_\_\_\_\_  
 Due Date: \_\_\_\_\_

**JOB DESCRIPTION**

\_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	COST	TYPE	TAXED?
<i>Costs for EVI Project: Electric, LED, DCDC and LP or Non-EVI Project Cost</i>					
<b>Equipment - Include Make &amp; Model</b>					
<b>Installation</b>					
<b>Design Costs</b>					
<b>Other Costs</b>					
Place Paid Stamp with Date Here			Subtotal		0
			Shipping		
			Taxes		
			<b>TOTAL</b>		0

CSE-CALeVIP-022021

# 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

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>BUILDING PERMIT #</b></td> </tr> <tr> <td><b>JOB SITE ADDRESS (FORMER PERMIT #)</b></td> </tr> <tr> <td><b>APN</b></td> </tr> <tr> <td><b>APPLICANT</b></td> </tr> <tr> <td><b>OWNER</b></td> </tr> <tr> <td><b>CONTRACTOR</b></td> </tr> <tr> <td><b>ARCHITECT OR ENGINEER</b></td> </tr> <tr> <td><b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS</td> </tr> <tr> <td><b>USE</b> 437 Additions and Alterations - Nonresidential and non</td> </tr> <tr> <td><b>OCCUPANCY</b></td> </tr> <tr> <td>Zoning:                      Tract:                      Lot #:</td> </tr> <tr> <td>Total Valuation:</td> </tr> <tr> <td>Building SF:</td> </tr> <tr> <td>Garage SF:</td> </tr> <tr> <td>Patio SF:</td> </tr> <tr> <td><b>DESCRIPTION OF FEES</b></td> </tr> </table>	<b>BUILDING PERMIT #</b>	<b>JOB SITE ADDRESS (FORMER PERMIT #)</b>	<b>APN</b>	<b>APPLICANT</b>	<b>OWNER</b>	<b>CONTRACTOR</b>	<b>ARCHITECT OR ENGINEER</b>	<b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	<b>USE</b> 437 Additions and Alterations - Nonresidential and non	<b>OCCUPANCY</b>	Zoning:                      Tract:                      Lot #:	Total Valuation:	Building SF:	Garage SF:	Patio SF:	<b>DESCRIPTION OF FEES</b>	<p>City of [REDACTED]</p> <p><b>BUILDING DEPARTMENT</b></p> <p>[REDACTED]</p> <p><b>LICENSED CONTRACTORS DECLARATION</b></p> <p>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.</p> <p>License Class   License Number</p> <p>Contractor   Date</p> <p><b>OWNER-BUILDER DECLARATION</b></p> <p>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).)</p> <p>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.</p> <p>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.)</p> <p>I am exempt Under Sec. _____, B.P.C. for this reason.</p> <p>Owner   Date</p> <p><b>WORKERS' COMPENSATION DECLARATION</b></p> <p>I hereby affirm under penalty of perjury one of the following declarations:</p> <p>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.</p> <p>✓ 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:</p> <p>Carrier _____</p> <p>Policy Number   _____</p> <p>(This section need not be completed of the permit is for one hundred Dollars (\$100) or less)</p> <p>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.</p> <p>Applicant   Date</p> <p><b>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.</b></p> <p>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)</p> <p>Lenders Name _____</p> <p>Lenders Address _____</p> <p>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.</p>
<b>BUILDING PERMIT #</b>																	
<b>JOB SITE ADDRESS (FORMER PERMIT #)</b>																	
<b>APN</b>																	
<b>APPLICANT</b>																	
<b>OWNER</b>																	
<b>CONTRACTOR</b>																	
<b>ARCHITECT OR ENGINEER</b>																	
<b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS																	
<b>USE</b> 437 Additions and Alterations - Nonresidential and non																	
<b>OCCUPANCY</b>																	
Zoning:                      Tract:                      Lot #:																	
Total Valuation:																	
Building SF:																	
Garage SF:																	
Patio SF:																	
<b>DESCRIPTION OF FEES</b>																	
<p>Department Approval _____ Date _____</p>	<p>Signature of Applicant or Agent _____ Date _____</p>																

# 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](#))
- ✓ Applicants are encouraged to use the CALeVIP Voluntary Invoice Template

### Sample

**Please make check payable to**

**Payment Terms**

*Customer Name:*

*Site Location:*

**PAID INVOICE**

*Date:*

*Invoice #:*

*Reference #:*

*For:*

*Bill to:*

DESCRIPTION	AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):	
<b>Maker:</b> <span style="background-color: black; display: inline-block; width: 50px; height: 15px;"></span>	
<b>Model:</b> <span style="background-color: black; display: inline-block; width: 50px; height: 15px;"></span>	
<b>Services:</b> <span style="background-color: black; display: inline-block; width: 80px; height: 15px;"></span> Network Service.	
<b>Quantity:</b> Two (2)	
<b>Serial Numbers:</b> <span style="background-color: black; display: inline-block; width: 100px; height: 15px;"></span>	
<i>Comments:</i>	
<b>PAID INVOICE on 09/27/19</b>	
	SUBTOTAL \$ <span style="background-color: black; display: inline-block; width: 50px; height: 15px;"></span>
	OTHER -
	<b>TOTAL</b> \$ <span style="background-color: black; display: inline-block; width: 50px; height: 15px;"></span>

# Invoice



Your Company Name  
 Your Street Address  
 Your Street Address 2  
 Your City, State, ZIP Code  
 Your Phone  
 Your Fax  
 Your Email

Date:  
 Invoice Number:  
 CSLB Number:

**INVOICE TO**

Customer Company Name  
 Customer Street Address  
 Customer Street Address 2  
 Customer City, State, ZIP Code  
 Customer Phone  
 Customer Fax  
 Customer Email

**INSTALLATION SITE**

Rebate Recipient Organization  
 Installation Street Address  
 Installation Street Address 2  
 Installation City, State, ZIP Code

Payment Terms:  
 Due Date:

**JOB DESCRIPTION**

DESCRIPTION	QTY	UNIT PRICE	COST	TYPE <small>Costs for EVI Project: DCEIC, L2, DCEIC and L2 or Non-EVI Project Cost</small>	TAXED?
<b>Equipment – Include Make &amp; Model</b>					
<b>Installation</b>					
<b>Design Costs</b>					
<b>Other Costs</b>					
			Subtotal	0	
			Shipping		
			Taxes		
			<b>TOTAL</b>	0	

Place Paid Stamp with Date Here





# 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](http://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: \_\_\_\_\_ Printed Applicant Name/Name of Applicant's Authorized Representative: \_\_\_\_\_  
Title: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_



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  No

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-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

### Sample

Attachment B		
<b>ELECTRIC VEHICLE CHARGING SERVICES AGREEMENT BETWEEN</b>		
  (hereinafter "Provider")	AND	<u>Client Name</u> <hr/> <u>Client State of Incorporation</u> <hr/> <u>Client Address</u> (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>_____</p> <p>(all property locations collectively referred to herein as the "Property").</p> <p style="text-align: center;"><b>Agreement Summary:</b></p> <p><b>Equipment Ownership.</b> 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><b>Service &amp; Maintenance.</b> 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><b>Electricity.</b> 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><b>Term.</b> 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><b>Revenue Payment.</b> 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><b>Site Exclusivity.</b> 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><b>Additional Equipment.</b> 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><b>Additional Equipment Revenue Payment.</b> 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>		
<b>CLIENT:</b>		<b>PROVIDER:</b>
By: _____		By: _____
Name: _____		Name: _____
Title: _____		Title: _____
Date: _____		Date: _____
FEIN: _____		