Project Contractor Licensing and Permit Certification Form

Pacific Gas and Electric (PG&E) Trade Professional Alliance (TPA)

California law and the California Public Utilities Commission (CPUC) now require PG&E to collect information regarding: (1) contractor licensing and (2) building permits prior to issuing an incentive or rebate for this type of energy efficiency project.

This form must be signed and returned before an incentive check can be issued. PG&E Trade Professional Alliance members—please refer to pge.com/tradeprovideos for full project incentive process and final payment instructions.

Instructions:

This form must be filled out by the appropriate party(s) in the steps/sections indicated below. All completed forms are to be submitted to PG&E by the PG&E Trade Professional Alliance member along with project invoices, after installation/completion of the project.

Step 1 must be completed by the PG&E Trade Professional Alliance member, and then forwarded to the customer to complete step two.

Step 2 must be completed for ALL projects by the CUSTOMER and then returned to the PG&E Trade Professional Alliance member.

Step 3 is only required to be completed for projects that include HVAC installations or replacements and must be completed by a licensed contractor.

Once all applicable sections are filled out, signed and dated, this form must be submitted to PG&E by the PG&E Trade Professional Alliance member, along with project invoices/receipts and all other supporting project documentation, after completion of the project. Submission instructions can be found at pge.com/tradeprovideos.

This section must be filled out by the **PG&E TRADE PROFESSIONAL ALLIANCE MEMBER**

STEP 1 CUSTOMER INSTALLATION ADDRESS:

Gas or Electric Service ID

Address:

City State Zip:

This section must be filled out **BY THE CUSTOMER** (Must be filled out for all projects)

STEP 2 CERTIFICATION OF CONTRACTOR LICENSING AND PROJECT PERMITS

In accordance with Public Utilities Code Section 399.4 (b) (1), the recipient of the incentive must certify that; (1) the improvement or installation was conducted in accordance with any applicable permitting requirements; and (2) if a contractor performed the installation or improvement, the contractor holds the appropriate license for the work performed, in order to receive a rebate/incentive.

As an authorized agent of my company, by signing below, I certify that the improvement or installation complies with any applicable permitting requirements and, if a contractor performed the installation or improvement, the contractor holds the appropriate license for the work performed.

PG&E Account Holder/Company Name (as it appears on the PG&E bill)

Company Representative Name

Company Representative Title

Signature Date

Customer/incentive recipient questions about this certification should be directed to your PG&E Trade Professional Alliance member.

This section must be filled out **BY A LICENSED CONTRACTOR** (Must be filled out in addition to Step 2, only if the project includes HVAC installations or replacements)

STEP 3 HVAC CONTRACTOR AND PERMIT VERIFICATION

In accordance with CPUC Decision 12-05-015, contractors installing HVAC measures are required to certify that a permit was obtained and provide the permit number for the HVAC installation (applicable to measure codes SA16–SA19 only).

As an authorized agent of my company, I certify I am a licensed contractor and have followed applicable permitting requirements for this HVAC installation or replacement.

Permit Number

Permitting Agency

Contractor Company Name

Company Representative Name

Contractor Company Representative Title

Signature Date

Contractor questions about the certification and submission process should be directed to your Trade Professional Manager or can be answered at **pge.com/tradeprovideos**.

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