

Post-Installation Application

After completing the project, submit the Post-Installation Application packet. All post-installation documentation must be submitted and approved before the incentive reservation expiration date provided to you. Failure to do so may result in loss of incentive. Deadline extensions may be granted on a case-by-case basis and must be requested by either the contractor or building owner by emailing ElectricHomes@sanjoseca.gov.

Post-Installation Checklist

Confirm that the Post-Installation Application packet includes all the following documents:

- Copy of building permits (electrical and plumbing) with final inspection signature
- Copy of building permit receipts for electrical and plumbing permits
- Proof of purchase for equipment – must be a receipt with the product listed. No credit card statements or contractor invoices
- Copy of final building owner invoice with itemized scope of work, including separated line items for labor, equipment, and/or materials cost
- Completed [Form #3](#)
- Completed and signed [Form #4](#)
- Photos of installed equipment, including make/model, serial number, and/or equipment info nameplate
- If prevailing wage project**, proof of LCPtracker registration
 - Proof of completed payroll reports

Email ElectricHomes@sanjoseca.gov your completed Post-Installation application packet. You will receive an email confirmation within 5 business days about the status of your payment. Payments will be mailed within 4-6 weeks of submitting all required documentation.

Visit <https://sjenvironment.org/ElectricHomesSJ> for a list of Frequently Asked Questions. For all other questions, please contact ElectricHomes@sanjoseca.gov.



FORM #3: INCENTIVE PAYMENT FORM

Incentive Payment Recipient Information

Please note that information below should match the W-9 provided in your "Pre-Installation Application."

Building Owner, Contractor or Business Name:

License Number:

Address for check to be sent to:

Street Address

Apartment/Unit #

City

State

Zip

Contact Information:

Phone Number

Email Address

Building Owner Name:

Last

First

M.I.

Project Address:

Street Address

Apartment/Unit #

City

State

Zip

Contact Information:

Phone Number

Email Address

Project Information

(leave blank or write N/A if not applicable)

Installation Start Date:

Installation End Date:

Permit Number:

Date of Signed Contract:

Was a panel upgrade required? If yes, what type of panel upgrade?: YES NO

Electrical panel capacity pre-installation (A):

Electric panel capacity post-installation:

TOTAL PROJECT COST

Fill out the table below with the completed project.

The City of San José reserves the right to publish these costs as a resource for inquiring residents.

	SCOPE OF WORK	COST (list cost or \$0 if not included in the scope)
Primary Measures	Heat Pump Water Heater (unit equipment costs only, add other costs below)	
	Heat Pump HVAC	
	Electric or induction cooktop	
	Electric or heat pump dryer	
Secondary Measures	Home battery	
	EV charger	
	Whole home weatherization	
	Whole home LED lighting	
Tertiary Measures	Smart thermostat	
	Smart panel/load controls	
	Smart building controls	
Other Project Costs (Connected with above Measures)	Installation labor*	
	Permit fees (up to cost, add other costs below)	
	Other (list):	
	Other (list):	
SUBTOTAL COVERED MEASURES PROJECT COST (\$):		
Other Project Costs (NOT connected with above Measures, e.g. panel upgrades)	Other (list):	
TOTAL PROJECT COST (\$):		

***NOTE:** If incentives are used to cover labor, prevailing wage requirements apply

INCENTIVE INFORMATION

TOTAL OTHER INCENTIVES (\$): Project has applied for all eligible local, state, and federal incentives (i.e. TECH, BayREN, IRA, etc.)	
TOTAL ELECTRIC HOMES SAN JOSÉ INCENTIVE REQUESTED (\$)***:	
Incentive(s) were/will be applied to reduce building owner costs	YES
TOTAL REMAINING COST TO BUILDING OWNER(\$):	

***Maximum Electric Homes San Jose incentive amounts are based on the following eligibility guidelines:

		Base Incentives¹	Equity Community Incentives²
Primary Measures	Heat Pump HVAC	\$3,000	\$4,500
	Heat Pump Water Heater	\$1,000	\$2,000
	Electric or Induction Cooktop	\$500	\$1,000
	Electric or Heat Pump Dryer	\$500	\$1,000
Secondary Measures	<ul style="list-style-type: none"> • Whole Home LED Lighting • Home Battery • EV Charger • Whole Home Weatherization 	\$500/measure	\$500/measure
Tertiary Measures	<ul style="list-style-type: none"> • Smart Thermostats • Smart Building Controls • Smart Panel/Load Controls 	\$500/measure	\$500/measure

1 Any building owner of a single-family or multifamily building in San José is automatically qualified for the Base Incentive, upon approval of a valid San José building address. Building addresses outside of the City of San José service area/territory are excluded from the incentive.

2 As identified by [CALEPA's Disadvantaged Communities Map](#); OR building owner/tenant enrollment in qualifying public assistance programs (see [list](#)); OR deed-restricted affordable housing that offers at least 2/3 of the units (66.67%) to households at or below 80% AMI.

NOTE: A home electrification measure includes at least **one** Primary Measure. You must complete at least **one** Primary Measure to qualify for any Secondary or Tertiary Measure incentives.

NOTE: Limits do apply per single-family home or multifamily unit. EX: one single-family home is eligible for one Heat Pump HVAC incentive, while a multifamily building with four units is eligible for four Heat Pump HVAC incentives. For more information, visit our website at: <https://sjenvironment.org/ElectricHomesSJ>.

FORM #4: BUILDING OWNER PAYMENT RELEASE FORM

Certification and Payment Authorization and Signature

I, _____ (building owner name):

Certify that all project work is performed, properly installed, and complete and all equipment is fully operational to my satisfaction at

(Building address)

If the building owner consents to an incentive being released to the contractor, check the box below:

I understand and agree to have the City of San José release the incentive payment to my contractor, _____ (contractor name must match [Form #3](#)).

I accept all risks that come with an incentive issued to my contractor, and also understand that the City will not reissue any incentives, even if the contractor does not use it for my building.

Please type your name as your electronic signature to agree to the above statement and proceed with this application.

I consent to the use of electronic signatures for the purpose of this incentive program.

Building Owner Signature:

Date:



For City Use Only

Application #:

Reserved Incentive Amount:

Application Received on:

Incentive Expiration Date:

Equity Community