**Section 469.120 Obligations of Electric Utilities, IMRs and Retail Customers**

a) Each electric utility shall file a tariff or tariffs with the Commission setting forth the documentation that each retail customer who owns, uses, operates or maintains an electric vehicle charging station in the electric utility's service territory must provide to an electric utility. The electric utility's tariffs shall require the following information from retail customers:

1) The name, address, and electric utility account number of the retail customer who owns, uses, operates, or maintains the electric vehicle charging stations;

2) The location of the electric vehicle charging stations;

3) When an electric vehicle charging station is to be installed by an IMR, the business name, address and phone number of the IMR that is the certificate holder;

4) When an electric vehicle charging station is to be installed by an IMR, the Commission docket number in which the IMR obtained a certificate from the Commission;

5) The load and technical specifications of the charging stations;

6) Whether the charging station is for personal or commercial use; and

7) Upon completion of the installation of an electric vehicle charging station, a certification that the electric vehicle charging station was installed by the retail customer as a self-installer, or a copy of the invoice for the installation services or other information demonstrating that the designated IMR installed the electric vehicle charging station.

b) Retail customers shall comply with the following:

1) Prior to installation of an electric vehicle charging station, the retail customer shall provide notice in writing to the servicing electric utility of plans to install an electric vehicle charging station. The notice shall include the information specified in subsections (a)(1) through (a)(6);

2) Within 30 days after the installation date, the retail customer shall submit to the servicing electric utility the information specified in subsection (a)(7);

3) If a retail customer self-installs an electric vehicle charging station and elects to convert the electric vehicle charging station from personal use to commercial purposes, the retail customer shall take the following actions:

A) Have a Commission-certified IMR inspect the electric vehicle charging station to evaluate the adequacy and safety of the electric vehicle charging station and provide the results of the inspection to the servicing electric utility; and

B) Provide notice to the servicing electric utility at least 30 days in advance of the customer's plans to use the electric vehicle charging station for commercial purposes;

4) Each retail customer that installs an electric vehicle charging station, whether as a self-installer or through an IMR, shall ensure that documentation regarding the installation is retained for a period of not less than three calendar years after the calendar year in which the installation occurred; and

5) Each retail customer that self-installs an electric vehicle charging station shall ensure that documentation regarding conversion of self-installed electric vehicle charging stations to commercial use is retained for a period of not less than three calendar years after the calendar year in which the conversion occurred.

c) Electric vehicle charging station installers, maintainers and repairers shall comply with the following:

1) Each IMR that installs an electric vehicle charging station shall ensure that documentation regarding the installation is retained for a period of not less than three calendar years after the calendar year in which the installation occurred; and

2) Each IMR involved in the inspection of a self-installed electric vehicle charging station converted to commercial use shall ensure that documentation regarding the conversion is retained for a period of not less than three calendar years after the calendar year in which the inspection occurred.