



SOLAR ENERGY PROGRAM: SOLAR ELECTRIC CHECKLIST

If you plan to participate in the commercial solar electric program, please use the checklist below to help guide you through the process (the entire process normally takes 3-6 months):

- Work with a licensed contractor to select a system that meets your needs and our program requirements. SRP does not sell or install solar electric systems. A list of Solar Contractors can be found at www.arizonasolarindustry.org
- The contractor will prepare and submit the application via PowerClerk, our online application process.
- Print, sign and mail the application to SRP for review and to receive an incentive reservation (typically takes 5-10 business days). To get an incentive reservation, you must submit the following:
 - Signed SRP EarthWise Solar Energy Application and Agreement
 - Signed Bill of Sale
 - Signed contract with the solar installer, or signed Letter of Intent listing the total estimated project cost, major components and site location
 - Copy of Form W-9 for the entity to receive payment
 - Copy of Customer's most recent bill
- Submit the following additional documents to SRP which are required to complete the application:
 - Three-line drawing
 - Site Plan
 - Remote Disconnect schematic and connection diagram (only for systems over 100kW-AC nameplate inverter rating)
 - Customer Certificate of Liability Insurance
- SRP will review the system drawings to ensure it meets our requirements (typically takes 2-3 weeks) and schedule a pre-construction meeting.
- Work with your contractor to have the system permitted and inspected as required by local and state codes, if applicable.
- During the installation period, SRP will mail you an Interconnection Agreement ("ICA") (typically takes 3-4 weeks). Please sign and return this contract to SRP. Your final inspection will not occur until SRP has a signed ICA.
- Upon receiving your final city clearance, a signed ICA and completing SRP final inspection, SRP will schedule site inspection and meter installation.
- When your system passes site inspection, the incentive is typically paid within 60 days of the Commission date.
 - For customers receiving the one-time incentive, the final incentive will be prorated based on as-built conditions
 - PBI customers will begin to receive the incentive in the form of a credit off their monthly bill

Program Contact Information

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