



## EARTHWISE™ COMMERCIAL SOLAR ELECTRIC PROGRAM PROCESS CHECKLIST

Installing a commercial solar electric system represents an important investment and we appreciate the time that you've put into this decision. In order to assist you through the process, SRP has developed this checklist so that you can monitor the status of your application. Please note that it typically takes five to eight months to process a commercial solar electric application. If you have any questions, please contact the SRP EarthWise™ Commercial Solar Electric Program at (602) 236-4663, or by e-mail at [EarthWiseSolarBiz@srpnet.com](mailto:EarthWiseSolarBiz@srpnet.com).

	Process Step	Complete
<p><b>Step 1</b></p>	<p>The customer or their contractor completes an application package and submits it to SRP. A complete application package includes:</p> <ul style="list-style-type: none"> <li>• A completed Commercial Solar Electric Incentive Application submitted by the customer's contractor via PowerClerk. (For access to PowerClerk, please send an email request to <a href="mailto:EarthWiseSolarBiz@srpnet.com">EarthWiseSolarBiz@srpnet.com</a> and include the following: (a) company name, (b) company address, (c) Arizona ROC license number(s), (d) contact name for anyone completing reservation request form, (e) contact phone number, and (f) contact e-mail.)</li> <li>• Commercial Solar Electric Agreement and Bill of Sale for Environmental Attributes and Environmental Attribute Reporting Rights (provided on PowerClerk) signed by SRP's customer of record.</li> <li>• A copy of the executed purchase contract or solar service agreement that includes: (a) customer name, (b) installation address, (c) module manufacturer, model number and quantity, (d) inverter manufacturer, model number and quantity, and (f) cost.</li> <li>• A copy of the executed lease agreement for customers who are leasing their solar electric system that includes all information outlined in the program requirements.</li> <li>• A copy of the warranty information as outlined in the program requirements.</li> <li>• A completed Request for Taxpayer Identification Number and Certification (Form W-9) for the SRP customer of record.</li> <li>• If the sum of the nameplate inverter ratings for the solar electric system is greater than 100 kW-AC, the customer must provide a certificate of liability insurance.</li> </ul>	
<p><b>Step 2</b></p>	<p>SRP will review the application package for completeness. If additional information is needed, SRP will notify the applicant prior to reserving the incentive. If everything is in order, SRP will reserve an incentive within 7-10 business days following receipt of the application. An e-mail will be sent notifying the applicant that the incentive has been reserved.</p>	

	<b>Process Step</b>	<b>Complete</b>
<b>Step 3</b>	<p>The following additional information must be received by SRP no later than 90 days from the date the Incentive is reserved:</p> <ul style="list-style-type: none"> <li>• A site plan diagram that shows: (a) customer name, (b) installation address, (c) size (watt-DC-STC), (d) arrangement of the major equipment, including the electrical service entrance section and SRP billing meter, (e) location of generator and interface equipment, and (f) the location of the disconnect switch. For expansions, the drawings must show the existing solar electric system, as well as the expansion.</li> <li>• A three-line electrical diagram that includes: (a) customer name, (b) installation address, (c) size (watt-DC-STC), (d) all neutral and ground conductors and connections, (e) module manufacturer and model number, and (f) inverter manufacturer and model number.</li> <li>• If the sum of the nameplate inverter ratings for the solar electric system is greater than one megawatt, a remote disconnect schematic and connection diagram is also required.</li> </ul>	
<b>Step 4</b>	SRP will create an order on the customer's account to track the design review phase of the process. After this order is created, the project will be assigned to an SRP design consultant. This process typically occurs within 7-10 business days of reserving the incentive.	
<b>Step 5</b>	The design drawings will be reviewed by an SRP design consultant and the customer and/or their contractor will be notified if there are any issues with the drawings or if additional information is needed. If revised drawings are requested, they must be submitted to the assigned design consultant and to the Commercial Solar Electric Program before the application will continue through the process.	
<b>Step 6</b>	Once SRP's design consultant has determined that the drawings are in order, the design consultant may contact the customer and/or their contractor to schedule an on-site pre-construction meeting. A site visit will still be performed by the design consultant, even if the customer and their contractor decline the meeting.	
<b>Step 7</b>	SRP's design consultant will provide feedback at or following the pre-construction meeting or site visit, if there are any issues. If there are issues, the customer and/or their contractor will need to resolve these issues before the application will continue on through the process. If there are no issues, the design consultant will approve the design on the customer's account.	
<b>Step 8</b>	Upon receiving approval to proceed from SRP's design consultant and obtaining all applicable building permits from the authority having jurisdiction (AHJ), the customer's contractor may proceed with installing the solar electric system.	
<b>Step 9.a</b>	Upon completing construction of the solar electric system, the customer or their contractor must contact the appropriate AHJ to inspect the system. The AHJ must submit a clearance to SRP indicating the solar electric system has passed inspection, unless a Certificate In-Lieu of Electrical Clearance for Solar Projects is submitted as provided under Step 9.b.	
<b>Step 9.b</b>	If the AHJ is not required to inspect the system, the customer and their contractor must sign and submit SRP's Certificate In-Lieu of Electrical Clearance for Solar Projects. This document should be faxed to (602) 629-8485 or e-mailed to CCDesk@srpnet.com.	

Process Step		Complete
<b>Step 10</b>	Once the customer or their contractor has obtained the city clearance or submitted the Certificate In-Lieu of Electrical Clearance for Solar Projects, the customer or their contractor must contact the Commercial Solar Electric Program to schedule a final inspection. This appointment is typically scheduled within 2-10 business days of receiving the request.	
<b>Step 11</b>	An SRP inspector will visit the site and perform a final inspection. A copy of the final inspection report will be left at the meter, indicating if the inspection passed or failed. Issues must be resolved by the customer and/or their contractor before the application can continue through the process.	
<b>Step 12</b>	Upon successful completion of a final inspection, SRP will prepare a Distribution Interconnection Agreement for Inverter Based Generators, which will be emailed to the customer for their signature.	
<b>Step 13</b>	The customer must mail two original signed copies of the Distribution Interconnection Agreement for Inverter Based Generators back to SRP. Instructions on where to deliver the Interconnection Agreement will be sent to the customer via e-mail.	
<b>Step 14</b>	Upon successful completion of a final inspection and receipt of the signed Interconnection Agreement, SRP will schedule a time to perform an interconnection test and complete the solar meter installation, also called a commissioning. This appointment is scheduled by the Commercial Solar Electric Program via e-mail within 2-10 business days of receiving notification the system passed a final inspection.	
<b>Step 15</b>	Upon successful completion of the commissioning, the customer will be able to energize their solar electric system.	
<b>Step 16</b>	The customer or their contractor must submit to SRP an as-built diagram that includes: (a) shading obstructions, and (b) identification of each string and their assigned inverter.	
<b>Step 17</b>	<p>Upon receipt and verification of all required documentation, SRP will process the incentive check within 6-8 weeks.</p> <ul style="list-style-type: none"> <li>• For customers receiving the one-time incentive, the final incentive will be prorated based on as-built conditions and will be issued to the customer, unless they have assigned it to a third party. In instances where the customer does not own the system, the incentive check will be issued directly to the system owner.</li> <li>• For customers receiving the PBI incentive, customers will begin to receive the incentive in the form of a credit off their monthly bill. The PBI incentive cannot be assigned to any third party. Under the Distributed Solar Option where a solar service agreement is executed, the PBI incentive will be paid to the system owner.</li> </ul>	

If changes to any portion of the application package are made after the incentive is reserved, the customer and/or their contractor must submit a Commercial Solar Electric Application Addendum, along with copies of all applicable documents that must be revised as a result of the changes (refer to Steps 1 and 3 for a list of these documents). Please note that the application may move back in the process depending on the changes, resulting in a lengthier application processing time.