



## EARTHWISE™ COMMERCIAL SOLAR WATER HEATER PROGRAM OG-300 PROCESS CHECKLIST

Installing a commercial solar water heater represents an important investment and we appreciate your commitment to utilize this clean, renewable source of energy to heat the water used at your business. In order to assist you through the process, SRP has developed this process checklist so you can monitor where your application is at in the process. Please note that it typically takes three months to process a commercial solar water heater application. If you have any questions, please contact the SRP EarthWise™ Commercial Solar Water Heater Program at (602) 236-4664, or by e-mail at EarthWiseSolarBiz@srpnet.com.

Process Step		Complete
<b>Step 1</b>	<p>The customer or their contractor completes the application package and submits it as a single package to SRP. A complete application package includes:</p> <ul style="list-style-type: none"> <li>• A completed Commercial Solar Water Heater Incentive Application.</li> <li>• Commercial Solar Water Heater Agreement and Bill of Sale for Environmental Attributes and Environmental Attribute Reporting Rights.</li> <li>• A site plan diagram that includes: (a) customer name, (b) installation address, (c) location of the solar collectors, and (d) a compass showing which direction is north.</li> <li>• A quote from the listed dealer or installer that includes: (a) customer name, (b) installation address, (c) system manufacturer and OG-300 model number, and (d) unbundled cost from other improvement projects.</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 SRP's customer of record.</li> </ul>	
<b>Step 2</b>	<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>Step 3</b>	<p>The customer or their contractor must apply for and receive all applicable building permits from the authority having jurisdiction (AHJ).</p>	
<b>Step 4</b>	<p>The customer's contractor installs the solar water heating system.</p>	
<b>Step 5</b>	<p>Upon completing construction of the solar water heating system, the customer or their contractor must contact the appropriate AHJ to inspect the system. If the AHJ is not required to inspect the system, the customer and their contractor must sign an SRP-provided Certificate In-Lieu of Plumbing Clearance for Solar Thermal Projects ("CILC").</p>	

Process Step		Complete
<b>Step 6</b>	<p>The customer or their contractor must submit to SRP the following documents before the application can continue through the process:</p> <ul style="list-style-type: none"> <li>• A copy of the building permit that includes: (a) customer name, (b) installation address, (c) permit number, (d) description of work, (e) contractor's name, and (f) fees paid.</li> <li>• A copy of the clearance that matches the information on the building permit or a CILC if the AHJ does not require an inspection.</li> <li>• A final invoice from the listed dealer or installer that includes: (a) customer name, (b) installation address, (c) system manufacturer, OG-300 model number, and quantity, (d) actual installation date, and (e) unbundled cost from other home improvement projects and indication that this cost has been paid in full.</li> </ul>	
<b>Step 7</b>	Once all of the documentation required under Step 6 has been submitted, SRP will contact the customer to schedule an appointment for the performance audit. This appointment is typically scheduled within 2-10 business days of receiving the request.	
<b>Step 8</b>	An SRP auditor will visit the site and conduct a performance audit. SRP will notify the customer and their contractor of any issues found during the performance audit within 10 business days of the audit. The customer and/or their contractor must resolve all issues before the application will be processed for payment.	
<b>Step 9</b>	Upon receipt and verification of all required documentation and successful completion of a performance audit, SRP will process the incentive check within 6-8 weeks. The incentive check will be issued to the customer, unless they have assigned it to a third party.	

If changes to any portion of the application package are made after the incentive is reserved, the customer or their contractor must submit a Commercial Solar Water Heating Application Addendum, along with copies of all applicable documents that must be revised as a result of the changes (refer to Step 1 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.