



EARTHWISE™ COMMERCIAL SOLAR WATER HEATER PROGRAM STANDARD AND POOL 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 five to eight 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
Step 1	<p>The customer or their contractor completes the application package and submits it to SRP. A complete application package includes:</p> <ul style="list-style-type: none"> • A completed Commercial Solar Water Heater Incentive Application. • Commercial Solar Water Heater Agreement and Bill of Sale for Environmental Attributes and Environmental Attribute Reporting Rights. • An executed purchase contract that includes: (a) customer name, (b) installation address, (c) collector panel manufacturer and model number, (d) estimated installation date, and (e) unbundled cost from other improvement projects. • A copy of the warranty information as outlined in the program requirements. • A completed Request for Taxpayer Identification Number and Certification (Form W-9) for the SRP customer of record. 	
Step 2	<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>	
Step 3	<p>The following additional information must be received by SRP no later than 90 days from the date the Incentive is reserved in order to complete the application process:</p> <ul style="list-style-type: none"> • Energy Savings and Designed Output Report ("ES&D") with a Professional Engineer stamp on the energy savings estimate. 	
Step 4	<p>The ES&D will be reviewed by SRP and a third party entity to ensure the proposed design will comply with program requirements. If there are any issues, the customer and their contractor will need to resolve these issues before the application will continue on through the process.</p>	
Step 5	<p>The customer or their contractor must apply for and receive all applicable building permits from the authority having jurisdiction (AHJ).</p>	
Step 6	<p>Upon receiving approval to proceed from SRP and obtaining all applicable building permits, the contractor may commence installation of the solar water heating system.</p>	

Process Step		Complete
Step 7	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").	
Step 8	Contractor must submit to SRP the following information before the application can continue through the process: <ul style="list-style-type: none"> • A copy of the building permit that includes: (a) customer name, (b) installation address, (c) permit number, (d) description of work, and (e) fees paid. • A copy of the clearance that matches the information on the building permit or a CILC if the AHJ does not require an inspection. • For pool applications in Maricopa County, a copy of the Maricopa County Environmental Services Bathing Inspection Report. • For pool applications in Pinal County, a copy of the Pinal County Public and Semipublic Bathing Place Inspection Report. 	
Step 9	Once all of the documentation required under Step 8 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.	
Step 10	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.	
Step 11	Upon receipt and verification of all required documentation and successful completion of a performance audit, SRP will process payment for 40% of the incentive within 6-8 weeks. The incentive check will be issued to the customer, unless they have assigned it to a third party.	
Step 12	SRP will begin a 12-month performance verification test for the solar water heating system by taking a meter read from the British thermal unit (BTU) meter installed by the customer's contractor.	
Step 13	After 12 months, the customer or their contractor must contact the Commercial Solar Water Heater Program for a final BTU meter read at (602) 236-4664 or by e-mail at EarthWiseSolarBiz@srpnet.com. These BTU meter reads will be used to calculate the final incentive payment.	
Step 14	SRP will process payment for the remaining balance of the incentive. The remaining balance will be determined using the actual energy savings from the solar water heating installation. Regardless of performance outcomes, the total incentive payment provided under this step and Step 11 will not exceed 60% of the total system cost. 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 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.