



# SOLAR ENERGY PROGRAM

## RESIDENTIAL SOLAR ELECTRIC PROCESS CHECKLIST

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Installing a residential solar system is an enormous undertaking and we appreciate the time that you've put into this decision. In order to assist you through the process, SRP has developed this process checklist so that you can monitor where your application is at in the process. Please note that it typically takes three to four months to process a residential solar electric application.

Process Step		Complete
<b>Step 1</b>	<p>The Customer and/or Contractor completes an application packet and submits it to SRP. A complete application packet includes:</p> <ul style="list-style-type: none"> <li>• A completed application with all necessary signatures.</li> <li>• A three-line electrical diagram as described in Section VI of the application.</li> <li>• A site plan as described in Section VI of the application.</li> <li>• A quote on company letterhead that includes the customer's name and address, system description, estimated installation date, and cost.</li> </ul>	
<b>Step 2</b>	<p>SRP will review the application packet 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 5-10 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>SRP will create an order on the customer's account to track the design reviews and inspections. After this order is created, the project will be assigned a design consultant. This process typically occurs within 7-10 business days of reserving the incentive.</p>	
<b>Step 4</b>	<p>The design drawings will be reviewed by SRP's Distribution Design group within 5-10 business days from being assigned a design consultant. The Contractor/Customer 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 the EarthWise Solar group before the application will continue through the process.</p>	
<b>Step 5</b>	<p>Once SRP's Distribution Design group has determined that the drawings are in order, an SRP design consultant will contact the Contractor/Customer to schedule an on-site Pre-Installation Meeting. The site visit will still be performed by the design consultant, even if the Contractor/Customer declines the meeting.</p>	
<b>Step 6</b>	<p>SRP's design consultant will provide feedback at or following the Pre-Installation Meeting, only if there are issues. If there are issues, the Contractor/Customer will need to resolve these issues before the application will continue on through the process.</p>	
<b>Step 7</b>	<p>Contractor must apply for and receive all applicable building permits with the authority having jurisdiction.</p>	

<b>Process Step</b>		<b>Complete</b>
<b>Step 8</b>	Upon approval to proceed from SRP's design consultant, the Contractor may commence installation of the Generating Facility.	
<b>Step 9</b>	SRP will prepare an Interconnection Agreement and Bill of Sale for Environmental Attributes, which will be mailed to the Customer.	
<b>Step 10</b>	The Customer must mail two signed copies of the Interconnection Agreement and one signed copy of the Bill of Sale for Environmental Attributes back to SRP.	
<b>Step 11.a</b>	Upon completion of construction of the Generating Facility, the Contractor must contact the appropriate authority having jurisdiction to inspect the system. The appropriate authority having jurisdiction must submit a clearance to SRP indicating the Generating Facility has passed inspection, unless a Certificate in Lieu of Clearance is submitted as provided under Step 11.b.	
<b>Step 11.b</b>	If the appropriate authority having jurisdiction will not inspect the system, the Contractor and Customer must sign and submit SRP's Certificate in Lieu of Clearance. This document should be faxed to (602)629-8485 or e-mailed to CCDesk@SRPnet.com.	
<b>Step 12</b>	The Contractor must submit a signed copy of SRP's Residential Solar Electric Installation Certification. This document should be faxed to (602)629-7985 or e-mailed to EarthWiseSolar@SRPnet.com.	
<b>Step 13</b>	Once the Contractor has submitted the Installation Certification and has obtained the City Clearance or Certificate in Lieu of Solar Clearance, the Customer/Contractor must contact the SRP EarthWise Solar group to schedule a final inspection, also called a Post-Installation review. This appointment is typically scheduled within 2-10 business days of receiving the request.	
<b>Step 14</b>	An SRP Inspector will visit the site and perform a Post-Installation review. Feedback will be left at the meter, indicating if the review passed or failed. If there are issues, the Contractor/Customer will need to resolve these issues before the application will continue on through the process.	
<b>Step 15</b>	Upon successful completion of a Post-Installation review and receipt of the signed Interconnection Agreement and Bill of Sale for Environmental Attributes, SRP will schedule a time to perform an Interconnection Test and complete the meter installations, also called a commissioning. This appointment is typically scheduled by the EarthWise Solar group via e-mail within 2-10 business days of receiving notification the system passed a Post-Installation review.	
<b>Step 16</b>	Upon successful completion of the Interconnection Test and the setting of the meters, the Customer will be able to energize the Generating Facility.	
<b>Step 17</b>	Upon receipt and verification of all required documentation, SRP will process an incentive check within 6-8 weeks and will mail this check to the Customer or designated third-party recipient.	