



SOLAR ENERGY PROGRAM RESIDENTIAL SOLAR WATER HEATING PROCESS CHECKLIST

Installing a residential water heating system represents an important household investment and we appreciate your commitment to utilize this clean, renewable source of energy to heat the water in your home. 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 one to two months to process a residential solar water heating application.

| Process Step | | Complete |
|----------------|--|----------|
| Step 1 | The Customer and/or Contractor completes the application packet and submits it to SRP. A complete application packet includes a completed application with all necessary signatures and a quote on company letterhead that includes the customer's name and address, system description (including make and model number), estimated installation date, and cost. | |
| Step 2 | SRP will review the application packet for completeness. If everything is in order, SRP will reserve an incentive within 5-7 business days following receipt of the application. An e-mail will be sent notifying the applicant that the incentive has been reserved. If additional information is needed, SRP will notify the applicant prior to reserving the incentive. | |
| Step 3 | Contractor must apply for and receive all applicable building permits. | |
| Step 4 | Contractor commences installation of the Solar System. | |
| Step 5 | SRP will prepare a Bill of Sale for Environmental Attributes, which will be mailed to the Customer. | |
| Step 6 | The Customer must mail two signed copies of the Bill of Sale for Environmental Attributes back to SRP. | |
| Step 7 | Upon completion of construction of the Solar System, the Contractor must contact the appropriate authority having jurisdiction to inspect the system. If the appropriate authority having jurisdiction will not inspect the system, the Contractor and Customer must sign a Certificate in Lieu of Clearance. | |
| Step 8 | Contractor must submit to SRP either a copy of the building permits and city clearances issued for the Solar System installation or a Certificate in Lieu of Clearance. | |
| Step 9 | The Contractor must submit a signed copy of the Residential Solar Water Heating Installation Certification to SRP. | |
| Step 10 | Contractor must submit a final invoice that includes the customer's name and address, system description (including make and model number), actual installation date, cost, and date paid in full. | |
| Step 11 | 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. | |