



## EARTHWISE™ RESIDENTIAL SOLAR ELECTRIC PROGRAM PROCESS CHECKLIST

Installing a residential solar system represents an important household 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 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. If you have any questions, please contact the SRP EarthWise™ Residential Solar Electric Program at (602) 236-4661, or by e-mail at SolarPV@srpnet.com.

	Process Step	Complete
<b>Step 1</b>	<p>The customer or their contractor completes an 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 Residential Solar Electric Incentive Application.</li> <li>• Residential Solar Electric Agreement and Bill of Sale for Environmental Attributes and Environmental Attribute Reporting Rights signed by SRP's customer of record. For leased systems, the lessor must sign this document and submit it under Step 11.</li> <li>• A site plan diagram that shows: (a) customer name, (b) installation address, (c) size (kW-DC), (d) arrangement of the major equipment, including the electrical service entrance section and SRP 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 (kW-DC), (d) all neutral and ground conductors and connections, (e) module manufacturer and model number, and (f) inverter manufacturer and model number.</li> <li>• A quote from the listed dealer or installer that includes: (a) customer name, (b) installation address, (c) module manufacturer, model number and quantity, (d) inverter manufacturer, model, and quantity, and (e) cost.</li> <li>• A copy of the warranty information as outlined in the program requirements.</li> <li>• For customers who are purchasing their solar electric system, a completed Request for Taxpayer Identification Number and Certification (Form W-9) for the SRP customer of record. For leased systems, the lessor must provide the completed Form W-9 and submit it under Step 11.</li> <li>• A copy of the executed lease agreement for customers who are leasing their solar electric system that includes all information as outlined in the program requirements.</li> <li>• A copy of the customer's most recent SRP electric bill (optional).</li> </ul>	

<b>Process Step</b>		<b>Complete</b>
<b>Step 2</b>	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.	
<b>Step 3</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 4</b>	The design drawings will be reviewed by an SRP design consultant within 5-10 business days from project assignment. 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 Residential Solar Electric Program before the application will continue through the process.	
<b>Step 5</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 6</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 7</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 8</b>	SRP will prepare a Distribution Interconnection Agreement for Inverter Based Generators, which will be mailed to the customer for their signature.	
<b>Step 9</b>	The customer must mail two original signed copies of the Distribution Interconnection Agreement for Inverter Based Generators back to SRP.	
<b>Step 10.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 10.b.	
<b>Step 10.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.	
<b>Step 11</b>	For customers who are leasing their solar electric system, the lessor must sign and submit a Residential Solar Electric Agreement and Bill of Sale for Environmental Attributes and Environmental Attribute Reporting Rights along with a completed Form W-9.	

Process Step		Complete
<b>Step 12</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 Residential Solar Electric Program to schedule a final inspection. This appointment is typically scheduled within 2-10 business days of receiving the request.	
<b>Step 13</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 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 Residential 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>	Upon receipt and verification of all required documentation, SRP will process the incentive check within 6-8 weeks. For customer owned systems, the incentive check will be issued to the customer, unless they have assigned it to a third party. For leased systems, the incentive check will be issued directly to the lessor.	

If changes to any portion of the application package are made after the incentive is reserved, the customer or their contractor must submit a Residential Solar Electric 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.