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RESIDENTIAL DISTRIBUTED ENERGY RESOURCE PROCESS FLOW

Distributed Energy Resources (DER) include devices and systems that generate electricity and also include devices that store distributed energy, e.g., batteries. Installing a distributed energy resource represents an important household investment and we appreciate the time you've put into this decision. To assist you with the interconnection process, SRP has developed this checklist so that you can monitor where your application is and what still needs to happen before your system can be turned on. You will get emails from SRP at important milestones. If you have any questions, please contact SRP at **(602) 236-4661** or **DER@srpnet.com**.

RESIDENTIAL DER INTERCONNECTION PROCESS CHECKLIST

Application

Step 1 Apply online via [PowerClerk](#).

Step 2 Once SRP receives the Program Application, SRP will review the application for completeness and proactively notify the Installer of any issues in a timely manner. Customer will have six months to complete the Interconnection Agreement, installation and commissioning of the DER Facility. During this timeframe, SRP will actively work with the Customer, Installer and city/town/county to help facilitate this process. These steps include design approval, clearance permits and final inspection/commissioning approval from SRP.

Step 3 Homebuilders: Before the Program Application can continue through the process, there must be an active SRP account and meter at the location where the DER will be installed.

Interconnection Agreement

Step 4 SRP will prepare a Distribution Interconnection Agreement (IA) and send the IA to the Property Owner for his/her electronic signature. The IA is based on kW-AC size of the facility and must be in place before the facility can be commissioned.

Design Review

- Step 5** 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. If solar is being added to a home located in a jurisdiction that does not issue a permit, the three-line drawings must be stamped by a Professional Engineer registered in the state of Arizona.
- If the service entrance section (SES) will be upgraded, you must contact SRP Construction at **(602) 236-0777** to schedule the appointment before the solar design will be reviewed.
 - If a de-rate is required, you must use the Meter Pull form in [PowerClerk](#) to schedule the appointment. The order with SRP to pull the meter must be in place before the diagrams will be reviewed. If the authority having jurisdiction (AHJ) does not permit the work at the SES prior to DER installation, the Installer must provide a *Certificate In-lieu of Electrical Clearance (CILC)* in advance before SRP inspection and re-energization.
 - If the application covers modifications to a commissioned DER Facility, the three-line electrical diagram and site plan must include as-builts from the existing facility.
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- Step 6** The design diagrams will be reviewed by an SRP design consultant. The Customer and Installer will be notified if there are any issues with the diagrams or if additional information is needed. When the design meets SRP's interconnection requirements, the design consultant will update the order on the Customer's account showing compliance.

Installation

- Step 7** Upon receiving approval to proceed from SRP's design consultant and obtaining all applicable building permits from the AHJ, the Installer may proceed with installing the DER Facility.

Inspection by AHJ

- Step 8** Your jurisdiction will determine whether you need a City Clearance (CC) or ***Certificate In-lieu of Electrical Clearance (CILC) for Distributed Energy Resource Interconnection Projects.***

Upon completing construction of the DER electric facility, the Installer must contact the appropriate AHJ to inspect the facility. The AHJ must submit a CC to SRP indicating that the DER Facility has passed inspection.

- If the AHJ does not issue permits on these types of projects and therefore does not inspect them, then the Customer and Installer must sign and submit the CILC for Distributed Energy Resource Interconnections. This document must be emailed to **CCDESK@srpnet.com**.



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Final Inspection and Commissioning

Step 9 Once the DER Facility has received CC/CILC and SRP has received the IA signed by the Customer, an email from **no-reply@sharepointonline.com** will be sent to the Installer with a link to the SRP Contractor website.

- Installer will see all pending inspections.
- Installer will schedule the Customer's final inspection/commissioning appointment.
Note: If any revisions need to be made to site plan or three-line documents, the revised documents must be received by SRP at least five (5) days before the inspection/commissioning appointment.
- Installer will receive email notification that the Customer has been scheduled.
- It is the Installer's duty to inform the Customer of the scheduled appointment.
- If the DER Facility includes a battery, it must be charged for the commissioning appointment.
- If the facility fails inspection, an email will be sent to the Installer with a description of the reasons for the failure.
- If the Installer fails to show up for the scheduled appointment, they will be charged a \$203 rescheduling fee which must be paid before rescheduling. Likewise, failing an inspection for the same reason is also subject to the \$203 rescheduling fee.

Step 10 Upon successful completion of the commissioning, Customer will be able to energize their DER Facility. DER Facilities should never be energized and running prior to the official commissioning when new SRP meters are set, except for testing.

Step 11 After commissioning, if the DER project included the installation of a qualifying demand management system, a rebate check will be processed by SRP and mailed to the Customer. Allow up to six (6) weeks for check processing.

Step 12 After commissioning, a "Permission to Operate" letter will be sent to the Installer.



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