



SRP COMMERCIAL SOLAR ELECTRIC PROGRAM

PROCESS CHECKLIST

Installing a commercial solar electric system represents an important 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 checklist so that you can monitor the status of your application.

If you have any questions, please contact the SRP Commercial Solar Electric Program at (602) 236-4663, or by e-mail at SRPSolarBiz@srpnet.com.

	Process Step	Complete
<p>Step 1</p>	<p>The customer or their contractor completes an application package and submits it to SRP. A complete application package includes:</p> <ul style="list-style-type: none"> • A completed Commercial Solar Electric Application submitted by the customer's contractor via PowerClerk. (For access to PowerClerk, please send an email request to SRPSolarBiz@srpnet.com and include the following: (a) company name, (b) company address, (c) Arizona ROC license number(s), (d) contact name for anyone completing reservation request form, (e) contact phone number, and (f) contact e-mail. • An executed copy of the Interconnection Agreement (ICA) (provided on PowerClerk) signed by an authorized signer of the customer. • A copy of the executed purchase contract or solar service agreement that includes: (a) customer name, (b) installation address, (c) module manufacturer, model number and quantity, (d) inverter manufacturer, model number and quantity and (e) total installed cost of the system. • A copy of the executed lease agreement for customers who are leasing their solar electric system that includes all information outlined in the program requirements. The lease agreement must also provide the total installed cost of the system. • A copy of the installer warranty information as outlined in the program requirements. • If the sum of the nameplate inverter ratings for the solar electric system is greater than 300 kW-AC, the customer must provide a Certificate of Liability Insurance. 	
<p>Step 2</p>	<p>SRP will review the application package for completeness. If additional information is needed, SRP will notify the applicant prior to approving the application. If everything is in order, SRP will approve the application within 7-10 business days following receipt of the application. An e-mail will be sent notifying the applicant that the application has been accepted.</p>	

	Process Step	Complete
Step 3	<p>The following additional information must be received to SRP no later than 90 days from the date the application is approved in order to have an SRP designer assigned to the project:</p> <ul style="list-style-type: none"> • A site plan diagram that shows: (a) customer name; (b) installation address; (c) size (watt-DC and AC); (d) arrangement of the major equipment, including the electrical service entrance section and SRP meter; (e) location of generator and interface equipment; and (f) and the location of the disconnect switch. For expansions, the drawings must show the existing Generating Facility, as well as the expansion. • A three-line electrical diagram that includes: (a) customer name, (b) installation address; (c) size (watt-DC and AC), (d) all neutral and ground conductors and connections, (e) module manufacturer and model numbers, and (f) inverter manufacturer and model number. • If the Generating Facility is greater than one megawatt (MW) based on the sum of the nameplate inverter ratings, a remote disconnect schematic and connection diagram will also be required. 	
Step 4	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 an SRP Distribution Design Consultant (DDC). This process typically occurs within 7-10 business days of receiving the design drawings.	
Step 5	Once SRP's DDC has determined that the drawings are in order, the DDC may contact the customer and/or their contractor to schedule an onsite pre-construction meeting.	
Step 6	SRP's DDC 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 DDC will approve the design on the customer's account.	
Step 7	Upon receiving approval to proceed from SRP's DDC and obtaining all applicable building permits from the authority having jurisdiction (AHJ), the customer's contractor may proceed with installing the solar electric system.	
Step 8a	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 8b.	
Step 8b	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.	
Step 9	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 SRP Project Services to schedule a final inspection at 602-236-8602. This appointment is typically scheduled within 2-10 business days of receiving the request.	
Step 10	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. Please note an SRP standard fee will be charged to the installer for every additional re-inspection beyond the second inspection.	
Step 11	If changes to the number of inverters or the inverter manufacturer or model has changed, SRP will send a revised Interconnection Agreement (ICA) to the customer for signature.	

Process Step		Complete
Step 12	Upon successful completion of a final inspection and receipt of the signed Interconnection Agreement (ICA), 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 Commercial Solar Electric Program via e-mail within 2- 10 business days of receiving notification the system passed a final inspection.	
Step 13	Upon successful completion of the commissioning, the customer will be able to energize their solar electric system.	

If changes to any portion of the application package are made after the application is accepted, the customer and/or their contractor must submit a [Commercial Solar Electric 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.