

Pre-Application Process (Pre Construction)									
	Read and understand the Roseville Electric Utility Solar Energy Program Guidebook and Rule 21 .								
	Obtain and review a copy of the Roseville Electric Utility Solar Energy Program Applications .								
Application Process: Roseville Electric Utility design approval REQUIRED prior to obtaining building permit									
	<ul style="list-style-type: none"> Contractor assembles the Installation Application (FORM A) and the Interconnection Application (FORM B). Contractor to submit signed applications (FORMS A & B) and the following required documents: <table border="0"> <tr> <td>1) Home Energy Analyzer*</td> <td>5) Signed Customer Contract</td> </tr> <tr> <td>2) Array Plan</td> <td>6) Inverter & Module Spec Sheets</td> </tr> <tr> <td>3) Single Line Diagram</td> <td>7) Inverter & Module Warranty Information</td> </tr> <tr> <td>4) CSI-EPBB Report for each elevation</td> <td>8) Shade Report for each elevation**</td> </tr> </table> <p style="text-align: center;">Reservations are valid for 120 days.</p> <p>* Customers with less than 12 months of historical energy use may use 3kWh/sf max; include Property Report. ** Minimal shading is not allowed; include full shade report for each array location. E-mail to residential solar@roseville.ca.us and label as "NEW PV – Last name, Address"</p>	1) Home Energy Analyzer*	5) Signed Customer Contract	2) Array Plan	6) Inverter & Module Spec Sheets	3) Single Line Diagram	7) Inverter & Module Warranty Information	4) CSI-EPBB Report for each elevation	8) Shade Report for each elevation**
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4) CSI-EPBB Report for each elevation	8) Shade Report for each elevation**								
	<p>After receiving the Interconnection Reservation Confirmation from Roseville Electric Utility and the Permit Approval from the City of Roseville, the contractor may proceed with solar system installation.</p> <p>Contractor obtains a building permit from the City of Roseville (916-774-5332).</p> <ul style="list-style-type: none"> Download the Residential PV Permit Packet requirements. When the permit is issued, the location will be assessed if a net meter upgrade is necessary; if a net meter is required, additional charges for the net meter upgrade will be applied to the permit. 								
Contractor Post Construction Process									
	<p>If changes have occurred: Resubmit the corrected FORM A, FORM B, array plan, single-line diagram, equipment specifications, warranty, shade report(s) and EPBB report(s) as applicable, as well as a written description of the change. E-mail to residential solar@roseville.ca.us and label as "CHANGED PV – Last name, Address"</p>								
	Contractor schedules final permit inspection (916-774-5332) with the City of Roseville Building Permit department								
	<p>Contractor submits installation certificate (FORM C) and Interconnection Approval Request (FORM D) with:</p> <ul style="list-style-type: none"> Copy of final signed building permit inspection sheet (all permit charges shall be paid in full) <p>E-mail to residential solar@roseville.ca.us and label as "FINAL PV – Last name, Address"</p>								
Roseville Electric Utility Post Construction Process									
	<p>Review of final paperwork for compliance to program and accuracy to the reserved project occurs. Once project submittals are complete and approved:</p> <ul style="list-style-type: none"> Roseville Electric Utility sends signed FORM D – Interconnection Approval to Customer. Roseville Electric Utility will order the new NET meter to be set – There will be a power outage during meter set. The customer-generator may now turn on the solar energy system. Roseville Electric Utility submits the "net metering" rate code with the City Finance Department. <p>Roseville Electric Utility site visit for system performance is ordered.</p> <ul style="list-style-type: none"> This may occur several days to a couple of weeks after the customer-generator turns on the system. It is weather dependent on when the inspection can occur. Will be performed by Roseville Electric Utility, or an approved Contractor; a date and window of time will be e-mailed to the customer-generator to schedule the site visit. The system must be on, gates unlocked and animals secured so inspector can view all orientations of the system. If inverter or system monitor is in garage, access to that area will be required. 								