Business Solar Energy Program
Customer Check List

CUSTOMER CHECK LIST FOR BUSINESS SOLAR ENERGY PROGRAM PARTICIPANTS	REBATE REQUESTED			INTERCONNECTION ONLY NO REBATE REQUESTED
	Retrofit Facility Size <100,000 SF	Retrofit Facility Size >100,000 SF	New Construction All Building Sizes	New or Retrofit All Building Sizes
PRE-APPLICATION PROCESS				
Read RE Solar Energy Program Guidebook				
Read Rule 21				
Review RE Construction Standards 7.1 and 7.4 for solar system installation, metering, phone line and access requirements				
Billing customer must request electric billing history for annual energy consumption verification				
Conduct Energy Audit (on-line available)				
Obtain ENERGY STAR Portfolio Manager Benchmarking Score. Visit www.EnergyStar.gov for details.				
APPLICATION PROCESS				
Obtain City Building Permit				
Contractors obtain City Business License				
Submit FORM A - *"PV Installation Application"* with:				
Materials and Installation Contract Copy				
10 Year Warranty				
CEC - CSI Standard PV Calculator Inputs and Results				
Electrical One-Line (must include all electrical components)				
Site Diagram				
ENERGY STAR Portfolio Manager Report		Buildings with score <75 encouraged not to apply until >75 is obtained		
Title 24 PERF-1				
Tenant Energy Efficiency Agreement				
Submit FORM A1 –*"Energy Efficiency Disclosure Statement"*				
Submit FORM A2 – *"Energy Efficiency Commitment Statement"*				
APPLICATION APPROVAL				
Receive FORM B – *"PV System Reservation"*	Applicant will receive this form from Roseville Electric when FORM A is approved. Do not begin PV System construction until this form has been received.			
POST APPLICATION APPROVAL (DO NOT TURN ON SYSTEM UNTIL FORM F IS RECEIVED)				
Install PV System				
Obtain dedicated phone line for PBI System - if applicable				
Obtain PRMS monitoring contract - for length of PBI payment, if applicable				
Obtain inverter monitoring display - if micro inverters are used				
POST INSTALLATION PROCESS				
Submit FORM C – *"PV Installation Certificate"*				
Submit FORM D – *"Independent Certification of PV System"*				
Obtain building permit final approval				
Ensure pay permit fees and PV net upgrade charges are paid				
Submit FORM E - *"PV System Installation Completion"*				
RE will conduct final inspection and approve; and if applicable, install net and PBI meter				
Receive FORM F - *"Approval to Interconnect"*	Applicant will receive FORM F from Roseville Electric when all final approvals are obtained. Once received Applicant may turn on the PV system			

This list has been developed as a guide to assist Business Customers with the PV System Installation and Rebate process. Please see program handbook, Rule 21, Sectioins 7.1 and 7.4 of the construction standards and program applications for complete details.

For more information please call Roseville Electric at (916) 79-POWER (797-6937)

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CITY OF ROSEVILLE CALIFORNIA

Roseville Electric