## Residential Solar Energy Program Application Checklist

Pre-Application Process (Pre Construction)	
	Read and understand the Roseville Electric Solar Energy Program Guidebook and Rule 21.
	Obtain and review a copy of the Roseville Electric Solar Energy Program Applications.
Application Process: Design approval from Roseville Electric is <b>REQUIRED</b> prior to obtaining the building permit	
	Contractor assembles the Installation Application (FORM A) and the Interconnection Application (FORM B).  Submit signed applications with:  Home Energy Analyzer*  Array Plan  Inverter & Module Spec Sheets  Single Line Diagram  Inverter & Module Warranty Information  Shade Report for each elevation**  EPBB Report for each elevation  Reservations are valid for 120 days.  *Customer's 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 residentialsolar@roseville.ca.us and label as "NEW PV – Last name, Address"
	After receiving the Interconnection Reservation Confirmation from Roseville Electric, the contractor may proceed with the building permit process and the PV solar system installation.
	<ul> <li>Contractor obtains a building permit from the City of Roseville (916-774-5332).</li> <li>Download the <u>Residential PV Permit Packet</u> requirements.</li> <li>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 <u>net meter upgrade</u> will be applied to the permit.</li> </ul>
Contractor Post Construction Process	
	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 residentialsolar@roseville.ca.us and label as "CHANGED PV – Last name, Address"
	Contractor contacts the permit department and schedules final permit inspection.
	Contractor completes Installation Certificate (FORM C), Interconnection Approval Request (FORM D), and Rebate Payment or Wavier Request (FORM E). Submit signed application with:  • Copy of final signed-off building permit inspection sheet (Permit charges must be paid.)  • Paid in full invoice  E-mail to residentialsolar@roseville.ca.us_and label as "FINAL - Last name, Address"
Roseville Electric Post Construction Process	
	Review of final paperwork for compliance to program and accuracy to the reserved project occurs. Once project submittals are complete and approved:  • RE Site Visit for system Interconnection Inspection and installation of net meter is ordered.  • There will be a power outage, the net meter has a green face and has "Net" written on the face of the meter.
	<ul> <li>RE Submits the "net metering" rate code with the City Finance Department.</li> <li>RE Sends signed FORM D – Interconnection Approval to Customer.</li> <li>The customer-generator may now turn on the solar energy system.</li> </ul>
	<ul> <li>RE Site visit for system performance is ordered.</li> <li>This may occur several days to a couple of weeks after the customer-generator turns on the system.</li> <li>It is weather dependent on when the inspection can occur.</li> <li>Will be performed by Roseville Electric, or a RE Contractor; a date and window of time will given to the customer-generator to schedule the site visit.</li> <li>The system must be on, gates unlocked and animals secured so inspector can view all orientations of</li> </ul>
	the system. If inverter or system monitor is in garage, access to that area will be required.  Once all of the above steps are complete and approved, the rebate payment will be requested. Rebate
	payments may take up to 4 weeks for issuance after approved.



