



GRICUA RESIDENTIAL AND SMALL GENERAL SERVICE SOLAR ELECTRIC PROGRAM PROCESS CHECKLIST

Installing a solar 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, GRICUA has developed this process checklist so that you can monitor where your application is at in the process. Please note that it typically takes several months to process a solar electric application. If you have any questions, please contact GRICUA at 520-796-0600 or by e-mail at solar@gricua.net.

	Process Step	Complete
<p>Step 1</p>	<p>The GRICUA customer of record or their contractor completes an application package and submits it as a single package to GRICUA. A complete application package includes:</p> <ul style="list-style-type: none"> • A completed GRICUA Solar Electric Application and payment of \$250 application fee. • A site plan diagram that shows: (a) customer name, (b) installation address, (c) size (kW-DC) & (kW-AC), (d) arrangement of the major equipment, including the electrical service entrance section and GRICUA meter, (e) location of generator and interface equipment, and (f) the location of the disconnect switch. For expansions, the drawings must show the existing solar electric system, as well as the expansion. • A three-line electrical diagram that includes: (a) customer name, (b) installation address, (c) size (kW-DC) & (kW-AC), (d) all neutral and ground conductors and connections, (e) module manufacturer and model number, and (f) inverter manufacturer and model number. <p>PLEASE NOTE: GRICUA is <i>not</i> responsible for the workmanship or materials of the customer's installation contractor.</p> <p>GRICUA does <i>not</i> inspect the installation of the system. GRICUA's inspection is solely for the purpose of determining the system represents no safety hazards to GRICUA system and personnel.</p>	

Process Step		Complete
Step 2	GRICUA will review the application package for completeness. If additional information is needed, GRICUA will notify the applicant. If everything is in order, GRICUA will proceed to Step 3.	
Step 3	GRICUA will prepare a Distribution Interconnection Agreement(s) for Inverter Based Generators, which will be mailed to the customer of record for his/her signature.	
Step 4	The customer of record must return the original signed and dated copy of the Distribution Interconnection Agreement(s) for Inverter based Generators to GRICUA.	
Step 5	GRICUA will the assign the project to a GRICUA designer. This process typically occurs within 7-10 business days.	
Step 6	The design drawings will be reviewed by the GRICUA designer within 5-10 business days from project assignment. The customer and/or their contractor will be notified if there are any issues with the drawings or if additional information is needed. If revised drawings are requested, they must be submitted to the assigned designer and to GRICUA at Solar@GRICUA.net before the application will continue through the process.	
Step 7	Once GRICUA's designer has determined that the drawings are in order, the designer will contact the customer to schedule an on-site pre-construction visit.	
Step 8	GRICUA's designer will provide written feedback via email to the design contact listed on the solar application and GRICUA customer of record. 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 designer will notify the customer and/or their contractor that the design has been approved.	
Step 9	Upon receiving approval to proceed from GRICUA's designer and obtaining all applicable permits, including but not limited to building permits from GRIC Building & Safety, the customer's contractor may proceed with installing the solar electric system. Note it is the responsibility of the customer to obtain all permits and approvals prior to the starting of the construction of the project.	
Step 10	<p>Upon project completion, inspections will be required.</p> <ul style="list-style-type: none"> • Upon completing construction of the solar electric system, the customer or their contractor must contact the appropriate Community inspection agencies, including but may not be not limited to GRIC Building & Safety to inspect the electrical system. GRIC Building & Safety must submit an approved Clearance for Connection (CC) notice to GRICUA indicating electric system has passed inspection. If the Community requires any other inspections, it is up to the customer to provide any other approved inspection forms to GRICUA. • Once the customer or their contractor has obtained the Clearance for Connection from GRIC Building & Safety as well as any other Community inspections, the customer shall request GRICUA to complete the final solar system interconnection inspection. 	

Process Step		Complete
Step 11	Issues identified during the final solar system interconnection inspection must be resolved by the customer and/or their contractor before the application can continue through the process. Upon resolution of issues, a re-inspection must be requested by emailing solar@GRICUA.net or calling (520)796-0600. If issues are identified at the second solar system interconnection inspection requiring resolution, a fee will be assessed for additional inspections and must be paid before a subsequent inspection can be requested. The current GRICUA fee for these subsequent inspections is \$200, but such fee is subject to change without notice.	
Step 12	Upon successful completion of a passed inspection and receipt of the signed Interconnection Agreement(s), GRICUA 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 GRICUA Operations Department following notification that 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, the customer or their contractor must submit a revised application identifying the changes; along with copies of all applicable documents that must be revised as a result of the changes (refer to Step 1 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.