



## Workflow Checklist

### Application for Net Metered Electrical Generation

The purpose of this document is to guide net metering applicants through the application process to energization.

- Determine what size system will fit your needs and budget.
  
- Gather up the information needed to submit with your net metering application, electrical permit, and building permits.  
You may work with a solar installation company, or design your system yourself.  
You will need:
  - Design drawings
  - System one-line of your design
  - Manufacturer literature for your chosen equipment
  - Service address where the net metering will be installed
  - Electrical account number for the meter the net metering will be installed
  
- Fill out an Application for Net Metering.
  - Make sure you have downloaded and filled out the most recent version of the application by visiting the City's Net Metering website. Copies of the Application for Net Metering from other online databases or solar installation company internal server databases may be outdated archive copies.
  
- Submit your application materials by email to address on the City's Net Metering website.
  - Emailing application materials to other email addresses may delay your application.
  
- The City's Electrical Engineer will review your application for completeness and accuracy.
  - The service equipment and utility infrastructure will be evaluated to determine if any utility upgrades will be necessary to accommodate the design. The customer is responsible for any required reconfiguration, rearrangement, or upgrades to the City's electrical system.
  - There may be revisions needed to the application or submitted materials in order to be accepted. These can be due to errors, omissions, or selection of materials that do not meet performance or code requirements for interconnection to the City's electric grid.
  - After evaluation, the Electrical Engineer will either accept or reject the Application for Net Metering.

- A successful applicant will receive a Net Metering Agreement for the customer to review and sign.
  - At this point, begin assembling your electrical permit and building permit packets to submit to the City Permits department.
  - Your electrical permit and building permits will be on hold until the next step is completed.
  
- Return the customer signed Net Metering Agreement to the City Electrical Engineer
  - The Electrical Engineer will also sign the Net Metering Agreement
  - The application materials will be combined into a single document and returned to the applicant
  - The Electrical Engineer will notify the other City departments that the Application for Net Metering has been accepted and provide the other departments the file location for the application materials
  
- Submit your electrical permit and building permit materials to the City Permits department.
  
- When the City Electrical Inspector signs off on the final inspection of your system, you are authorized to energize and operate.
  - The net meter is usually installed by the City within 1-3 days of the final inspection.