

Pre-Application Process (Pre Construction)									
	Read and understand the Roseville Electric Utility Solar Energy Program Guidebook , Roseville Electric Utility Commercial Constructions Specifications and Rule 21 .								
	Review Roseville Electric Utility's electric meter upgrade charge								
Application Process: Roseville Electric Utility design approval is REQUIRED prior to obtaining building permit approval									
	<ul style="list-style-type: none"> Contractor submits the signed Solar Interconnection Application and FORM A Contractor assembles and submits the following required documents: <table border="0"> <tr> <td>1) Historical Data – Past 12 months *</td> <td>5) Signed Customer Contract (<i>if applicable</i>)</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) City of Roseville Business License</td> </tr> <tr> <td>4) CSI-EPBB Report for each elevation</td> <td>8) Consent for Release of Utility Account Information Form</td> </tr> </table> <p>* Customers with less than 12 months of historical energy use may use 3kWh/sf max; include Property Report. E-mail to commercialsolar@roseville.ca.us and label as "NEW PV – Last name, Address"</p>	1) Historical Data – Past 12 months *	5) Signed Customer Contract (<i>if applicable</i>)	2) Array Plan	6) Inverter & Module Spec Sheets	3) Single Line Diagram	7) City of Roseville Business License	4) CSI-EPBB Report for each elevation	8) Consent for Release of Utility Account Information Form
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	<p>After all Roseville Electric Utility interconnection requirements have been met and City of Roseville has issued a building permit 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"> City of Roseville building permit 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 interconnection application, array plan, single-line diagram, equipment specifications, and CSI-EPBB report(s) as applicable, as well as a written description of the change. E-mail to commercialsolar@roseville.ca.us and label as "CHANGED PV – Last name, Address"</p>								
	Contractor schedules PV inspection with Roseville Electric Utility - 916-79-Power								
	Contractor schedules final permit inspection with the City of Roseville Building Permit department - (916-774-5333)								
	Customer-Generator signs Form B and applicant submits it to Roseville Electric Utility								
	<p>Contractor contacts Roseville Electric Utility to request permission to operate:</p> <ul style="list-style-type: none"> Submit a copy of the final signed building permit inspection sheet (all permit charges shall be paid in full) <p>E-mail to commercialsolar@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 submitted project occurs. Once project submittals are complete and approved:</p> <ul style="list-style-type: none"> Roseville Electric Utility sends signed permission to operate (FORM C) – Interconnection Approval to Customer. Roseville Electric Utility will order the new NET and production 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. 								