

Residential Distributed Generation (DG) Interconnection Application Checklist

Pre-Application Process (Pre Construction)	
<input type="checkbox"/>	Read and understand the Roseville Electric Utility Residential Construction Standards and Rule 21 .
<input type="checkbox"/>	Customer logs-in to the City of Roseville Utilities Self Service (CSS) System to obtain their 12 month energy usage history.
Application Process: Roseville Electric Utility design approval <u>REQUIRED</u> prior to obtaining a building permit.	
<input type="checkbox"/>	<p>Contractor submits the Residential Interconnection Application and the following required documents:</p> <ol style="list-style-type: none"> 1) Layout/Array Plan 2) Single Line Diagram 3) CSI-EPBB Report for each array <p style="text-align: center;">Reservations are valid for 120 days.</p> <p><i>E-mail documents to solar@roseville.ca.us with subject line as "NEW PV – Last name, Address"</i></p>
<input type="checkbox"/>	<p>After receiving the Interconnection Reservation Confirmation from Roseville Electric Utility, the contractor will apply for a building permit from the City of Roseville - Development Services Division Building Department 916-774-5332 or online at roseville.ca.us.</p> <p>After the building permit is issued, the location will be assessed to determine if a meter upgrade is necessary. If a meter is required, additional charges for the meter will be applied to the permit. Construction may now begin.</p>
Contractor Post Construction Process	
<input type="checkbox"/>	<p>If changes have occurred: Resubmit the corrected Interconnection Application as applicable, and a description of the change.</p> <p><i>E-mail to solar@roseville.ca.us and label as "CHANGED PV – Last name, Address"</i></p>
<input type="checkbox"/>	Contractor schedules final permit inspection (916-774-5332) with the City of Roseville Building Department.
<input type="checkbox"/>	<p>Contractor submits Request for Permission to Operate (PTO) form</p> <p><i>E-mail to solar@roseville.ca.us and label as "PTO – Last name, Address"</i></p>
Roseville Electric Utility Post Construction Process	
<input type="checkbox"/>	<p>Review of final paperwork for compliance and accuracy. Once the project is approved:</p> <ul style="list-style-type: none"> • Roseville Electric Utility sends a Permission to Operate (PTO) to the Customer. • Roseville Electric Utility will order the multi-register meter to be set. There will be a brief power outage during meter setting. The customer-generator may now turn on the solar energy system. • Roseville Electric Utility submits a rate code update (Roseville 2.0) with the City Finance Department. <p>Roseville Electric Utility reserves the right to perform onsite visits to verify system installation. This may be performed by the Utility or a designated third party.</p>